

Job Title: The Moyer Foundation Resource Center Program Intern
Employer: The Moyer Foundation
Location: Seattle, WA
Hours: Flexible schedule; Minimum 8 hours/week
Salary: Course Credit Only
Reports To: Molly Sedlik Hasson, Director of The Moyer Foundation Resource Center

Organization Summary:

The Moyer Foundation is a public, 501(c)(3) non-profit organization with a mission to provide comfort, hope and healing to children affected by grief and family addiction. Founded in 2000 by MLB pitcher Jamie Moyer and his wife Karen, The Moyer Foundation supports thousands of children and families each year through its free signature programs and services. Camp Erin® is largest national bereavement program for children and teens grieving the death of someone significant in their lives. Camp Mariposa® is an innovative addiction-prevention and mentoring program for youth impacted by substance abuse of a family member. The Moyer Foundation's Resource Center extends the Foundation continuum of care by providing robust online resources and personalized support for families experiencing the trauma of grief or addiction. For more information, please visit www.moyerfoundation.org.

Position Summary:

This internship will provide opportunities for learning about the programming, marketing, and administrative aspects of a non-profit organization. The Moyer Foundation's Resource Center initiative is in the planning and capacity building phase. This internship focuses on helping TMF build both the infrastructure and marketing/outreach plan for The Resource Center. This Intern will work alongside staff to assist in the day to day operations in support of the mission.

Duties and Responsibilities:

- Research and develop resources for families impacted by grief and family addiction
- Work within Content Management System for updating and adding **resources**
- Promote industry networking by researching relevant, related resources and organizations, articles, books
- Organize database of resources and create new topics of support
- Assist in creating custom content by writing summaries, reviewing literature and resources
- Contribute and implement current marketing and outreach efforts, including researching target markets, developing outreach strategies, and creating materials
- Assist with the creation and implementation of a national marketing campaign and social campaign

Required Qualifications and Skills:

- Pursuing a BA in Psychology, Sociology, Communications or related field.
- Knowledge of and commitment to The Moyer Foundation.
- Proficiency with Microsoft Office (specifically Excel, Word)
- Outstanding written and oral communication skills.
- Excellent interpersonal skills with a positive and professional attitude.
- Ability to work well independently with excellent organizational skills and attention to detail.
- Interest in grief, addiction, and other related topics.
- Previous experience with outreach and/or marketing.

For more information or to apply, please email resume and cover letter to Molly Hasson at mollyhasson@moyerfoundation.org.