



### **Intern Job Description**

Cascadia hires full-time and part-time interns on a rolling basis. Current students are encouraged to apply, as the hours are flexible. We prefer a time commitment of at least 15 hours per week.

This is a paid internship - \$10/hour.

### **Responsibilities:**

- Provide general administrative support to Cascadia Center staff and fellows
- Assist in maintaining filing system and contact database
- Maintain and update individual notebooks of schedules and meetings materials
- Assist in the preparation and finishing of documents (e.g. speeches, letters, and memos)
- Work on special projects, and provide support for conferences and events
- Conduct research on special projects for the program when necessary
- Assist Cascadia staff as required

### **Qualifications:**

- Excellent verbal and written communication skills
- Proven professional competence, and ability to show personal initiative
- Computer literacy (Mac & PC) with proficiency in the Microsoft Office Suite and internet applications
- Effective interpersonal skills
- Be able to work well within a group environment
- Interest and/or experience in public policy and planning is a plus

Please send resume and cover letter to the contact below. Email submission is preferred. Email or call with any questions.

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### **About Cascadia Center:**

Cascadia Center for Regional Development is a non-profit public policy organization, focusing on issues such as transportation, land and energy use, and government reform. For more information on the company, go to <http://www.cascadiaproject.org/>