



## SEATTLE ARCHITECTURE FOUNDATION

SHAPE SEATTLE!

### **SAF Social Media & Communications Intern**

Ongoing opportunities, 3-month terms, unpaid

#### **Project Description:**

The Seattle Architecture Foundation has ongoing openings for interns looking to gain valuable skills in communications and social media marketing in the nonprofit sector. Some of our previous interns have found communications positions at non profits as a direct result of their experience with SAF.

#### **Qualifications**

- Strong communication and writing skills
- Computer literacy
- Experience using social media profiles including: Facebook, Twitter, and Instagram
- Interest in nonprofit communications
- Interest in architecture

#### **Basic Expectations**

- Keep SAF's social media profiles up to date with upcoming events, announcements, and relevant material
- Increase engagement across social media platforms and monitor engagement
- Take photographs and draft new content for newsletters, website and social media platforms
- Additional tasks as needed

#### **Term**

2-3 hours a week, 3 Month Term

At least two hours a week onsite

#### **Benefits**

- Gain leadership and communication skills in a non-profit setting.
- Sharpen social media management and writing skills.
- Network with architecture, non-profit and design professionals.
- Attend a year of SAF tours and other events for FREE.

**To apply:** E-mail a brief letter of interest outlining your skills and experience, a résumé and 2 references to Taylor Earnhardt, Administrative and Communications Assistant  
taylor@seattlearchitecture.org



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### SAF Mission

The Seattle Architecture Foundation connects people to the architecture, design, and history of Seattle. We believe the more you engage with design, the more you feel connected to your changing city. As a volunteer driven organization, we provide programs which will empower you to make a difference in your community. Below are the standards we bring to our work.

### Core Values

**EDUCATION:** Through our educational programs and events, SAF engages youth and adults with the built environment. We explore architecture as a visual record of our collective history, a force that shapes our daily lives, and a blueprint for our future.

**EMPOWERMENT:** Connecting the community with its architecture and design instills a lifelong commitment to and responsibility for the built environment. SAF believes an architecturally informed population is better equipped to advocate for design choices that best serve their community.

**EXCELLENCE:** SAF provides an opportunity for people to enhance their design knowledge, allowing them to seek and recognize excellence according to their own values and experience. SAF offers the highest quality programs and events, and serves as a community resource for information on the built environment.

**COMMUNITY:** The architecture of our communities reflects who we are and who we want to be. Through collaboration with community organizations and our volunteer-driven programs, SAF facilitates connections and open dialogues between the many diverse voices of our city.

**EQUITY:** SAF is committed to racial and social justice, by providing equitable access to our programs, fostering a diverse volunteer corps, offering resources for civic engagement, and creating programs that represent diverse viewpoints within the city of Seattle.

**VOLUNTEERISM:** In collaboration with SAF staff, much of our programming is developed and presented by volunteers. It provides opportunities for mentorship through SAF staff, professional development, leadership, and deeper engagement with Seattle's architectural community.

**INTEGRITY:** SAF promotes open communication of all policies, procedures and financial records and is committed to the highest standards of ethical and professional conduct.