
ABOUT DNDA & YOUNGSTOWN

The Delridge Neighborhoods Development Association (DNDA) integrates Art, Nature, and Neighborhood to build and sustain a dynamic Delridge. DNDA was founded in 1996, and since then has been providing innovative and inclusive programming, promoting social, racial, and environmental justice.

DNDA's Youngstown Cultural Arts Center (YCAC) hosts groundbreaking youth arts programming and is a widely recognized model for comprehensive community engagement. Located in the diverse Delridge Neighborhood, the historic building renovated from the old Frank B. Cooper Elementary School now houses 36 units of low-income artist housing, commercial office space for arts-based nonprofits, and rental spaces available to arts and cultural organizations and the general public for performances, classes, meetings, and gatherings. Owned and operated by DNDA, Youngstown is the only mixed-use space in Seattle offering artist housing, nonprofit offices, youth programs, and creative public rental facilities, allowing incredible capacity for cross-sector collaboration.

YOUNGSTOWN ADMINISTRATIVE & MARKETING INTERNSHIP

This is an exciting opportunity for a strategic and motivated self-starter with initiative and creativity. We are looking for a hardworking, trustworthy, and organized person, with a strong ability to multi-task. A can-do attitude is necessary, along with the ability to learn quickly, and adapt to a demanding and changing work environment.

This role merges the two very valuable skillsets of office administration and social media marketing, and provides hands-on experience in the inner workings of a fast-paced and dynamic nonprofit cultural arts center. The ideal candidate will be sensitive to the needs of the organization, and take initiative to develop and apply administrative and marketing tools to optimize effectiveness. This is also a great opportunity to design and develop a comprehensive marketing portfolio. The ideal candidate will fulfill this position for at least 3 months with a commitment of 10-20 hours per week, and will be compensated with a modest stipend at the completion of this term.

Administrative Responsibilities: Assist Youngstown Manager and team with tasks ranging from event scheduling and office organization to collaborating with staff and community organizations on programming and projects.

Marketing Responsibilities: Be point person for promotion of DNDA, community, and partner events on DNDA, Youngstown and Nature Consortium's social networks. Manage content and online distribution of DNDA newsletter monthly, and other mass communications, through MailChimp, WordPress, and more.

Qualifications:

We are looking for talented people who are enthusiastic, creative, proactive, resourceful, well-organized and eager to learn. Candidates should have a love for Seattle, the arts, community and marketing. A smartphone is required to meet the job requirements. Successful applicants will be detail-oriented, have some experience in business, have relevant marketing experience, strong computer skills, a willingness to learn (and be able to learn quickly), and the ability to take initiative as needed. We would also love to nurture the right person to develop their burgeoning creative skills in graphic design.

Duties include but are not limited to:

- Prioritize projects to meet deadlines in a fast-paced, team-oriented environment, and develop effective and constructive solutions to challenges and obstacles with the ability to complete projects on time
- Support and/or serve on annual fundraiser committee
- Prepare and distribute marketing materials including flyers, postcards, brochures and posters
- Create new marketing materials, including online and tangible collateral
- Prepare other relevant documents as needed, including blog posts and newsletters
- Coordinate semi-regular mailings, support distribution process, provide updates and report on activity
- Create and edit presentations for meetings and gatherings as needed
- Meeting minutes
- Write community profiles and other marketing related material as needed
- Generate organization promotions, including advertising, events, and exhibits
- Brainstorm and implement ideas for organization and, in particular, in support of rentals of the center

Position requirements:

- Well-versed in Microsoft Office applications (PowerPoint, Excel, Word and Outlook)
- Working knowledge of Adobe Creative Suite preferred, specifically InDesign, Photoshop, and Adobe Acrobat X Pro
- Knowledge of or ability to quickly learn technology platforms to support various forms of digital marketing
- Social Media prowess! Including Facebook, Twitter, Instagram, Pinterest, and others
- Excellent verbal and written communication skills a must
- Resourceful, well organized, highly dependable, efficient and detail-oriented
- Ability to anticipate needs and see gaps in marketing efforts. Offer solutions and take initiative where needed

DNDA is a diverse, anti-racist organization and Equal Opportunity Employer happily serving people of various communities and backgrounds. We seek applicants who are radical about inclusivity, and want to join in the work of revolutionizing and activating the Seattle arts scene with this lens. Women, LGBTQ and People of Color are strongly encouraged to apply.

This internship term will be negotiable, but no less than three calendar months.

To apply please email a cover letter expressing your interest with your resume to office@youngstownarts.org. Please list "Marketing Intern" in subject line.

NO PHONE CALLS, PLEASE.

www.DNDA.org

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