KING COUNTY EQUITY NOW
CCWD CREATIVE ADVOCACY INTERNSHIP

About King County Equity Now:
King County Equity Now, is a Seattle based policy and advocacy organization. We craft and advance pro-Black equity solutions to realize measurable markers of equity for the Black community in Washington State. Our work is grounded in the theory of Racial Realism and the understanding that anti-Black racism is the biggest threat to American democracy. We define success by measuring changes to the material conditions of Black peoples.

About Northwest Folklife and the CCWD:
Since 1972, Northwest Folklife (NWFL) has been creating opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest. The CCWD (Cultural & Creative Workforce Development Program) launched in 2020 as an initiative of the City of Seattle’s inclusive creative economy strategy, offering paid career development experiences rooted in the foundational aspects of culture and creativity: working on a strengths-based, paradigm shifting platform for artists, creatives, and culture bearers to foster the potential they bring to any workplace.

Northwest Folklife (NWFL), in partnership with the Office of Economic Development (OED) and the Office of Arts & Culture (ARTS), collaborates with a diverse ecosystem of individual artists, culture bearers, cultural organizations, small businesses, entrepreneurs, and community organizers across the Pacific Northwest to provide culturally responsive, career development as well as a community-led program focused on equitable recovery and systemic transformation through the Creative Economy.

The intentional and robust support of the creative and cultural sector is a forward-thinking urban growth strategy which interrupts historical patterns of cultural divestment, displacement, and erasure.

Attention:
All candidates must adhere to COVID-19 health and safety regulations. As of December 5, all CCWD program participants and site partners will be subject to the City of Seattle COVID vaccination requirements for contractors.

Overview & Purpose:
The King County Equity Now Creative Advocacy Intern works with the Leadership Team, Operations Team, and Media Team to facilitate King County Equity Now’s equity efforts to provide resources, advocacy, and much more to the Black Community. We are looking for a creative and innovative thinker.
**REPORTS TO:** Emijah Smith & Khalia Carter (KCEN) + CCWD Program Manager (NWFL)

**HOURS:** 15 Hours/Week (March 2022 - September 2022)

**COMPENSATION:** $17.50 hourly

*Our ideal intern is invested in Black community, excellence, equity, and the advancement of the Black community. They understand the systems of racism and see the humanity within us all.*

The role is primarily remote with in-person work as an option if the intern and site agree. This internship is designed to be 6 months, though extensions may be possible and must be discussed between the CCWD Program Manager and KCEN site supervisor. Scheduling for this position is negotiated with the KCEN site supervisor. KCEN work hours: Monday – Friday, 9am – 5pm with some possible weekend or evening hours for events.

**Creative Advocacy Intern Responsibilities & Duties:**

- **Grant Support**
  - Assist grant team in researching grants focused on community work and advocacy for the Black community.
  - Assist with grant organizing and grant correspondence.
  - Document stories, experiences, and make connections with our communities through our grant work, support, and programs.
  - Attend grant meetings, take, and distribute notes.
  - Calendar grant timelines and billing deadlines.

- **Research & Policy Advocacy**
  - Develop graphics and communications related to King County Equity Now’s equity advocacy, grants, and programming.
  - Help document research and policy meetings, timelines, and goals.
  - Contribute ideas and digital content for research.
  - Assist in analyzing policies and systems that impact the material conditions of the Black community.
  - Assist with reports as needed.
  - Other duties as assigned.

- **Volunteers**
  - Engage with our volunteers and keep them updated via KCEN channels such as Slack, about volunteer opportunities, campaigns, and more.
  - Create digital assets with and for volunteers to engage them.
  - Amplify and market KCEN campaigns as needed.
  - Other duties as assigned.

- **Community Engagement / Community Building**
  - Attend community events (virtual or in-person as needed).
  - Distribute news and highlight campaigns that affect the Black community.
  - Connect with community stewards, support organizations, and community partners to highlight and showcase the stories and experiences of the Black community.

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- Build meaningful relationships with community members, other non-profits, and advocacy groups to create more capacity for all organizations within the ecosystem.
- Create digital assets.
- Other duties as assigned.

Cultural & Creative Workforce Development (CCWD) Program Responsibilities (w/NWFL):

- Complete CCWD internship experience surveys
- Attend individual and program check-ins (in-person or virtual, 1 hour every other week)
- Participate in CCWD activities, networking, and team projects

Desired Qualifications & Skills:

- Team player interested in gaining new skills and invested in community development work.
- Demonstrated success in customer service and cultivating relationships with diverse populations.
- Strong organizational skills and attention to detail.
- Experience with Microsoft Office, G-Suite applications, and task management software.
- Open to a flexible schedule, including weekends and evenings.
- Ability to prioritize and maintain high quality outcomes for multiple projects.
- A passion for arts and culture, promoting cultural exchange, and community building.
- Demonstrated understanding for equity as a framework for (re)developing systems a plus.
- Demonstrated interest in community advocacy work such as digital campaigns, videography, motion graphics, or broadcasting.
- Ability to process, absorb, and share information and ask for support when needed.

Identified Learning Outcomes:

- Gain significant experience in community development, policy, research advocacy, marketing & communication, and equity work in Washington State.
- Building authentic and long lasting relationships within and for the Black community of Washington State.

DUE DATE:

- Applications are due by 9am March 4, 2022. Applicants will be contacted for interviews beginning March 7.
- Do not hesitate to apply or reach out if you have concerns about skill level with the above listed responsibilities. There is a lot of room to make this internship your own and grow your skills. Please email internships@nwfolklife.org with any questions.

HOW TO APPLY:

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- Please submit the following materials to internships@nwfolklife.org:
  - Introductory statement describing why King County Equity Now’s work is important to you (no more than 2 paragraphs)
  - A sample of creative content (audio, video, or motion graphics)
  - The Creative Force Intern Intake form

- SUBJECT LINE: KCEN Creative Advocacy Internship
- Resume and cover letter are appreciated, but not required to apply
- If hired, candidates will need to complete the I-9 and provide other employment documentation to Northwest Folklife

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, or any other protected classification, in accordance with applicable federal, state, and local laws. By applying for this position, you are seeking to join a team of hardworking people dedicated to consistently delivering outstanding service to accomplish Northwest Folklife’s vision and mission. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Northwest Folklife is a 501(c)(3) nonprofit organization.