

Facing the Future **Program Database Intern**

Facing the Future is looking for a reliable and detail-oriented volunteer to maintain our database of educator contacts, track data evaluating our resources in K-12 classrooms, and assist with outreach efforts. Due to the small size of our office, the intern will have a chance to learn about various aspects of the organization.

ORGANIZATION DESCRIPTION

Facing the Future is a fast-growing national nonprofit organization based in Seattle. Founded in 1995, *Facing the Future* brings global issues and sustainability education to K-12 classrooms, reaching over 500,000 students last year alone. We research and write global issues and sustainability curriculum materials that meet national education standards; provide professional development workshops for teachers; and help schools integrate global issues across their curricula. *Facing the Future* curriculum resources are in use in 50 states and more than 60 countries by K-12 teachers and students across multiple subject areas, including science, social studies, and environmental education. www.facingthefuture.org

PRIMARY RESPONSIBILITIES

- Data entry
- Preparation of mailings and workshop materials
- Other office duties and/or special projects (depending on intern qualifications)

Length of internship: 5-10 hours a week for at least 3 months

This volunteer internship is unpaid.

REQUIRED QUALIFICATIONS

- Professional and self-directed
- Accurate and detail-oriented
- Proficient in MS Excel
- Good communication and people skills

LEARNING OBJECTIVES

- Gain experience working in a national non-profit organization
- Become familiar with Excel and Access databases
- Be introduced to strategies for evaluating programs and student impacts
- Learn about global issues and sustainability education

Facing the Future strives to maintain a fair and fun work environment. Our office is located in downtown Seattle, within walking distance to Pike Place Market, Safeco Field, and the Puget Sound. *Facing the Future* is an equal opportunity employer.

APPLICATION PROCESS

Email cover letter, resume and two references to office@facingthefuture.org. Please type "Database Internship – [Your Name]" in the subject line.