



Hugh O'Brian Youth Leadership –
Washington
www.HOBYWA.org
Contact: Jamie Utt
(970) 201-6663
utt.jamie@gmail.com

Internship Application

Please fill out the following basic application and send it with your resume to Jamie Utt at utt.jamie@gmail.com.

First Name: _____ **Middle Initial:** _____ **Last Name:** _____

Phone Number: _____ **Email Address:** _____

For which internship opportunity are you applying:

____ Vice Fundraising Chair ____ School Liaison and Recruitment Chair

1. How many hours per week can you realistically and responsibly dedicate to your internship position? _____

2. The internship is ideally structured around a 6-month tenure, but we are flexible and can accommodate a different time frame for the right candidate. How long are you hoping to intern with Hugh O'Brian Youth Leadership (HOBY)?

2. Why are you interested in interning with HOBY?

3. What specific skills and experience do you bring to the position for which you are applying that you think ensures you can best serve the organization?

4. What kind of expectations do you have for supervisors in your position as an intern? What kind of support would you want and need?

See position descriptions below for more information.

***Intern Position Description
Hugh O'Brian Youth Leadership Washington
Vice-Fund-Raising Chair***

A vital part of any non-profit is securing lasting and sustainable sources of funding. However, as the avenues for funding constrict in these tough economic times, Hugh O'Brian Youth Leadership – Washington is in need of a dedicated volunteer to bring experience in business, marketing, and grant-writing to aid in our organization's fund-raising efforts. Hugh O'Brian Youth Leadership (HOBY) is excited to offer mentoring and guidance from our experienced board members to volunteers in their learning process as they work to better-understand our non-profit and its structure and reach out in the Seattle community for fund-raising opportunities.

Volunteer will be responsible for the following over their initial 10-week volunteer tenure:

- Locate and apply for 2 low-stakes grant opportunities with potential funding ranging from \$1,000 - \$9,000
- Build and foster relationships with Seattle-area businesses through outreach and cold calls with the goal of securing financial or gift-in-kind donations for the 2012 Hugh O'Brian Youth Leadership Conference
- Work with our Director of Alumni Development to design and direct an alumni-based fundraising challenge

Community Partner (HOBY) will be responsible for the following over the initial 10-week volunteer tenure:

- Provide training in structuring and maintaining a 501-C3 non-profit entity
- Provide guidance and feedback in the grant-writing process
- Provide mentoring in approaching businesses and building business relationships that can lead to financially-sustainable partnerships

For more information about our organization, please visit www.hobywa.org or see our national website at www.hoby.org.

***Intern Position Description
Hugh O'Brian Youth Leadership Washington
School Liaison and Recruitment Chair***

Necessary in any youth-centered non-profit is partnership with schools. Such partnerships help a student-serving organization to reach their target audience and build support for their initiatives. Hugh O'Brian Youth Leadership - Washington is in need of a dedicated volunteer to help build relationships with schools both in the Seattle area and around the state. Volunteers will collaborate with our Director of Recruitment to build relationships with schools while recruiting sophomores in high school to attend the 2012 Hugh O'Brian Youth Leadership Seminar.

Volunteer will be responsible for the following over their initial 10-week volunteer tenure:

- Establish contact with high school guidance counselors around the state to speak about the mission and vision of the HOBY organization and to ensure that they have the registration materials necessary to send a student
- Work with the Director of Recruitment and high school guidance counselors to register high school sophomores for the 2012 HOBY conference with the goal of registering students from about 50% of Washington High Schools

Community Partner (HOBY) will be responsible for the following over the initial 10-week volunteer tenure:

- Provide mentoring and training in working within the public and private school bureaucracies to establish partnerships between schools and a 501-C3 non-profit entity
- Provide training in corporate compliance and non-profit management in working with youth
- Provide mentoring in running the logistical management of a 501-C3 youth non-profit.

For more information about our organization, please visit www.hobywa.org or see our national website at www.hoby.org.