



**Job Title:** Camp Erin Program Intern  
**Employer:** The Moyer Foundation  
**Location:** Seattle, WA  
**Hours:** Flexible schedule; Minimum 8 hours/week  
**Salary:** Course Credit Only  
**Reports To:** Jocelyn Matics, Camp Erin Program Coordinator

**Organization Summary:**

The Moyer Foundation is a public, 501(c)(3) non-profit organization with a mission to provide comfort, hope and healing to children and families affected by grief and addiction. Founded in 2000 by former MLB pitcher Jamie Moyer and child advocate Karen Phelps Moyer, The Moyer Foundation supports thousands of children and families each year through its free signature programs and services. Camp Erin® is the largest national bereavement program for children and teens grieving the death of someone significant in their lives and Camp Mariposa® is a national addiction prevention and mentoring program for youth impacted by a family member's substance use disorder. The Moyer Foundation Resource Center extends The Foundation's continuum of care by providing a curated set of online resources with personalized phone and email support for families experiencing grief, addiction and other related issues. For more information, please visit [moyerfoundation.org](http://moyerfoundation.org).

**Position Summary:**

This internship will provide opportunities for learning about the programming, fundraising and administrative aspects of a non-profit organization. The Camp Erin Program Intern will work alongside staff to assist in the day to day operations in support of the mission, with an emphasis on program administration.

**Duties and Responsibilities:**

- Ensure program best practices by processing Camp Erin partnership requirements.
- Assist with administrative projects, including inventory tracking, shipping of camp supplies, etc.
- Promote industry networking by researching related resources, organizations, articles, books
- Assist with upcoming events, fundraisers, and conferences, to include: research, marketing/outreach, tracking, etc.
- Contribute to marketing efforts, including the development of social media content, in-kind donation solicitation, etc.
- Assist with outreach support for camper recruitment

**Required Qualifications and Skills:**

- Pursuing a BA in Psychology, Sociology, Communications, or related field.
- Knowledge of and commitment to The Moyer Foundation and Camp Erin program.
- Proficiency with Microsoft Office.
- Outstanding written and oral communication skills.
- Excellent teamwork and interpersonal skills with a positive and professional attitude.
- Excellent organizational skills and attention to detail.
- Dedicated to meeting the expectations of internal and external customers.

For more information or to apply, please email resume and cover letter to Jocelyn Matics, Camp Erin Program Coordinator at [jocelyn@moyerfoundation.org](mailto:jocelyn@moyerfoundation.org) or (206) 298-1217.