



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 Manager

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.

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
- Conduct outreach support for camper recruitment
- Conduct outreach support for upcoming events or other specific programmatic support
- Utilize database system for inputting, tracking, and analyzing camp data for quality assurance
- Assist with administrative projects, including inventory tracking, shipping of camp supplies, etc.
- Assist with upcoming events, fundraisers, and conferences, to include: research, marketing/outreach, tracking, etc.

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 Manager at jocelyn@moyerfoundation.org or (206) 298-1217.