



## **Education/Outreach Internship**

**Location: Olympia**

**Application Date: Open to Quarter/Semester hours of College/University**

### **AGENCY DESCRIPTION:**

*Evergreen Council on Problem Gambling (ECPG)* is a nonprofit organization located in Olympia. Our mission is to increase public awareness of problem gambling, expand the availability of services for problem gamblers and their families, and encourage research and programs for prevention and education.

### **INTERN RESPONSIBILITIES:**

Under the supervision of the ECPG Community Outreach & Education Specialist, the intern will:

- Utilize social media to connect the Council to other organizations in the gaming industry and problem gambling field
- Maintain and update social media accounts
- Ensure that the Council's upcoming events are properly announced on social media
- Update and enhance youth-related activities on our website
- Actively seek out new possibilities for expanding the Council's web presence
- Assist with Youth Problem Gambling and the Arts Program
- Contact educational institutions and community groups to schedule presentations
- Investigate gambling-related activities on college campuses
- Maintain booths and display tables for promotion of ECPG materials at conferences and conventions
- Create flyers and other print materials for projects
- Assist with database(s) for in-kind donations and grants
- Become an advocate for problem gambling awareness

### **EDUCATIONAL BACKGROUND:**

A high school diploma, enrollment in a recognized college program, and work/volunteer experience is required.

### **SKILLS REQUIRED:**

- Creativity
- Professional demeanor
- Ability to meet deadlines
- Experience with social media
- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Experience using Microsoft Word, Outlook, and Excel and conducting efficient Internet searches
- Well organized with attention to detail and ability to carry out tasks independently
- A high level of comfort with "cold calls" or contacting organizations to request information

### **ADDITIONAL REQUIREMENTS:**

- Candidates must possess their own transportation and may occasionally be asked to make local deliveries related to their duties. Mileage reimbursement will be provided at the current rate.

- This position requires sitting, standing, walking, using stairs, bending, reaching, and lifting of objects up to 50 pounds.
- A background check will be required.

**GENERAL INFORMATION:**

This position has flexible hours but will meet the required college internship hours, usually 30-40 hours per week. Academic credit is available through the agreement between ECPG and the intern's college or university. The candidate will also be compensated for any mileage due to outreach responsibilities and will have opportunities to participate in trainings and conferences.

**CONTACT:** Kate Sansom  
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Please send cover letter and resume to [ksansom@evergreencpg.org](mailto:ksansom@evergreencpg.org)