

## **SEATTLE SEPHARDIC NETWORK Summer 2023 Internship opportunity**

*Please send a resume and cover letter by May 23, 2023, to Cynthia Flash, Seattle Sephardic Network president, 425-246-8757, [cynthia@flashmediaservices.com](mailto:cynthia@flashmediaservices.com)*

### **Organization description**

The Seattle Sephardic Network (SSN), open to all, engages in inspiring and informative programs celebrating the Sephardic culture in Seattle and beyond. We envision a Seattle Sephardic community that embraces the full dimension of Sephardic life, functioning in an always inclusive and coordinated manner. We strive to be a resourceful organization and community catalyst for encouraging and supporting Sephardic cultural awareness, exchange and expression. We also aim to support and augment Sephardic programs and activities already offered by existing institutions in Seattle and other communities, and to develop future programs, partnerships, resources, and educational and cultural initiatives that advance and promote deeper understanding of and celebrate Sephardic life in the region.

### **Position description**

*Summer 2023:* Intern position involves event planning, program management, marketing, research, and potential graphic design work to support the programming and marketing efforts of the Seattle Sephardic Network and its volunteer board. Key functions include writing and communications skills, organizing event logistics, collaborating with SSN board president, board members and administrative assistant, assisting with marketing efforts, collateral materials creation, and program research.

Specific assignments would include some or all of the items below:

#### **Event planning/program management**

1. Plan and manage events for SSN. These include:
    - a. Sephardic Seattle Summer tour July 23 and a Sunday in August TBD. Help plan and staff these tours
    - b. Ladino choir. Help research and/or coordinate launch with committee and director. This includes outreach to the community
    - c. Plan fall events with UW Hillel
    - d. Plan fall film event at Majestic Bay theater
    - e. Eshar Lashon quarterly community gatherings. Scope content, audience and venues
    - f. 2024 Boreka baking contest. Plan this event, to take place in Q4 2023 or 2024
- \*Some of these events will be held during summer 2023; others will be planned in advance, but held after summer internship ends. Internship could extend beyond the summer with agreement of intern and SSN board.

#### **Graphic design**

- Design updated/needed collateral materials for SSN

#### **Database creation**

- Compile database of Seattle Sephardic community

#### **Seattle Sephardic Jews survey report**

- Create an initial report outlining what it would take to conduct and fund a survey of Seattle's Sephardic community. This includes researching partners, scope, cost and potential funders.

#### **Marketing**

- Review SSN marketing efforts. Offer insight on how to improve marketing efforts. Execute improved marketing efforts if warranted

- Update Seattle Sephardic history PowerPoint

### **Goals of the volunteer position**

The main goals of the volunteer position are for the intern to learn about Seattle's Sephardic community and contribute efforts to make the community stronger through programming, marketing, and research. The intern will gain event planning, marketing, and research skills. The intern will report directly to and work with the SSN board president. The internship could be extended beyond the summer if agreed upon by the intern and the SSN board.

Desirable Skills: Good technology skills, including Word/Excel/PowerPoint  
Logistics and organizational skills, high attention to detail  
Excellent time management skills  
Writing and communication skills  
Marketing creativity  
Graphic Design Skills (desired but not required)  
Candidate must be a high school graduate

Schedule: Must be available to work 10-15 hours per week beginning no later than June 20 and continuing until Sept. 1, 2023. Schedule is flexible and mutually agreed upon. This is an unpaid position.

More Info: [www.seattlesephardicnetwork.org](http://www.seattlesephardicnetwork.org)  
<https://www.facebook.com/groups/715338081933388>

Seattle Sephardic Network is a 501(c)3 organization.