

Who We Are

Columbia Legal Services (CLS) represents communities facing poverty and oppression, and we use every legal tool available on their behalf. CLS has a special responsibility to serve people whose access to free legal services is restricted, due to institutionalization or immigration status. Through impact litigation, policy reform, and innovative partnerships, our staff works together to further our mission to achieve social and economic justice for all, and to reveal and end actions that harm the communities we serve. We share a deep commitment to serve and advocate alongside our clients as we seek justice together. **Our vision of justice:** when people have the necessary tools and opportunity to achieve social and economic justice, a more equitable and inclusive society is possible. The ideal candidate for any position at Columbia Legal Services will be able to articulate their role in the achievement of that vision.

Your Opportunity

The Communications Team works to support CLS's advocacy using creative, genuine, and effective communications strategies. We believe that telling stories can shape the world we live in, so we strive to share stories and information that positively influence the public narrative and center our client community. The Communications Team seeks an intern to craft and share stories that make an impact, draft compelling content for multiple purposes, further our resource development aims, and help build the organization's profile with supporters and new audiences.

This internship is an excellent opportunity to fight for what you believe in, get creative, and explore and expand upon our communications and development strategies while gaining valuable experience working in a nonprofit organization. This internship is located in Tri-Cities, Washington, and may include travel to other CLS offices. The position reports to the Communications Coordinator and is expected to work between 8-15 hours per week for a minimum of 10 weeks. This internship is flexible in regards to hours and days, as well as start and end dates.

What You Can Do

- Support communications plan and suggest ways to increase impact and audience
- Explore your communications skills, including, but not limited to, writing, design, social media, Spanish translation or interpretation, video production, etc.
- Draft, create, and edit social media posts to increase engagement and followers; update website
- Update various lists vital to communications and development, including supporters and media in Constant Contact and donors in Little Green Light, and help track and measure our success



Olympia
711 Capitol Way S, Suite 706
Olympia, WA 98501
(800) 260-6260

Tri-Cities
7103 W Clearwater Ave, Suite C
Kennewick, WA 99336
(888) 201-9735

Seattle
101 Yesler Way, Suite 300
Seattle, WA 98104
(800) 542-0794

Wenatchee
300 Okanogan Ave, Suite 2A
Wenatchee, WA 98801
(800) 572-9615

Yakima
600 Larson Building
6 South Second Street
Yakima, WA 98901
(800) 631-1323

What You Can Bring

- Excellent written and oral communication skills
- Demonstrated commitment to social justice and race equity
- Experience with social media – including Facebook, Twitter, and Instagram – and email programs such as Constant Contact
- Strong organizational skills and familiarity and experience with Microsoft Office Suite programs (Outlook, Word, PowerPoint, and Excel)
- Quick learner, strong initiative, team player, and passion for justice
- Bilingual skills in Spanish/English are highly preferred
- Graphic design, photography skills, and video production a plus

Applications

Position is open until filled, with a priority placed on applications received before May 31st. This is an unpaid position that is self-supported, generally through school credit or work-study opportunities. If you are interested in this position, send a cover letter, resume, and your [Equity Statement](#) to jobs@columbialegal.org or to:

Adriana Hernandez, Communications Coordinator
Columbia Legal Services
7103 W. Clearwater Ave., Suite C
Kennewick, WA 99336

Program Policy

Columbia Legal Services is committed to a policy of pluralism and equal opportunity in an environment free of barriers and discriminatory practices for its client communities, Board, and staff. Pluralism refers to the active promotion of mutual respect, acceptance, teamwork, and productivity among people who are diverse in work background, experience, education, race, color, national origin, sex, age, religious preference, marital status, sexual orientation, sensory, mental and physical abilities, veteran status, or any other perceived differences. The resulting diversity is both a source of program strength and a matter of fundamental human fairness. If you need a reasonable accommodation for the application process, contact Adriana Hernandez at 509-374-9855 x 400 or jobs@columbialegal.org.