



INTERNSHIP OPPORTUNITY

Job Title: Fund Development & Marketing Intern

Reports To: Philanthropy Manager

ABOUT KIN ON:

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to support the Asian elderly community in Greater Seattle by offering comprehensive range of health, social and educational services sensitive to their cultural and linguistic needs. Kin On's operation includes Kin On Health Care Center and Kin On Community Care Network.

As an award-winning 24/7 skilled-nursing facility, Kin On Health Care Center is dedicated to offering culturally appropriate long-term and short-term transitional care to Asian seniors. Kin On Community Care Network provides an array of in-home and support services including: Family Caregiver Support, Home Care, Healthy Aging Program and Chronic Care Management Program.

In addressing the unmet needs of the community, Kin On is undergoing a major capital expansion to create an aging-friendly campus to include an Community Center, Assisted Living Facility and Adult Family home (expected completion by Spring 2018).

GENERAL RESPONSIBILITIES:

- Assist with fundraising events including, but not limited to, event planning, press releases, promotion/publicity, event day coordination, post event follow up
- Assist with community engagement and outreach efforts
- Assist with creating marketing materials in print, electronic, and social media
- Other special projects as assigned
- Staff will work with students to determine interests and learning areas

QUALIFICATIONS, KNOWLEDGE AND SKILLS:

- Proficient in MS Office applications
- Good communication skills
- Attention to detail, organized, follows directions
- Energetic and positive
- Team player
- Able to multitask
- Dependable, able to meet deadlines
- Experience with graphic design software (ie: Publisher, Adobe InDesign) a plus but not required
- Bilingual in Chinese and English a plus but not required
- Chinese word processing is a plus but not required

TO APPLY: Email cover letter, resume and [Volunteer Application Form](#) to Heidi Wong, Director of Planning, Development & Community Engagement at hwong@kinon.org

Kin On Community Health Care is an equal opportunity employer and does not discriminate on the basis of race, color, national and ethnic origin, handicap, sex or age in its employment practices.