



JOB DESCRIPTION

TITLE: Strategic Planning Intern

DEPARTMENT: Administrative Offices

JOB SUMMARY: The Strategic Planning Intern is responsible for assisting Tacoma Community House (TCH) in the successful development of our strategic plan.

SPECIFIC DUTIES: Program Evaluation

1. Collaborate with other department staff in the assessment of their programs including
 - a. Client Surveys
 - b. Community Needs Assessment

Program Development

1. Draft and present program development opportunities including
 - a. Draft business and implementation plans
 - b. Pro forma financial documents and budgets
2. Provide summary documents including theory of change, logic model, strategy matrix and meeting minutes.

Information Gathering and Research

3. Identify relevant research and community needs assessments that provide guidance in decision making

QUALIFICATIONS:

Skills:

Required

- Detail-oriented with a high level of accuracy.
- Excellent writing, proof-reading, public speaking, and presentation skills.
- Excellent computer skills with proficiency in Microsoft Word, Excel, PowerPoint, and mail merges.
- Ability to work independently and in a collaborative team environment.
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We Are a Welcoming Workplace

Diversity, Inclusion, Empowerment, and Belonging are an integral part of who we are – our history, our culture, and our identity. These values lead us in our operations as we strive to build and nurture a workforce that reflects the communities we serve and connects to each other in our dedication to equity and social justice.

Tacoma Community House (TCH) is committed to increasing the diversity of its staff and clients and to strengthening sensitivity to diversity throughout the agency. In our relationships with staff, our participants, and our community, TCH does not discriminate on the basis of race, color, sex, religion, creed, age, national origin, marital or military status, sexual orientation, gender identity, the presence or perception of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state, or federal law. Applicants in need of accommodation are encouraged to call (253) 383-3951.

Tacoma Community House is an equal opportunity employer.

This job description does not constitute a written or implied contract of employment.
