



**SOFT LANDING**  
MISSOULA

## **Soft Landing Missoula**

(a fiscally sponsored project of Social and Environmental Entrepreneurs)  
**Adult and Family Services Summer Intern Description**

10-25 hours a week (flexible)

Term: June through August (flexible)

Available during our open hours Monday to Thursday 10a-6p

The Intern will join Soft Landing Missoula's dynamic organization as a team player, focusing primarily on general support for the Adult and Family Services and Community Center team including both administrative work and client support. They will work in a fast-paced, interactive office environment to help SLM enhance its ability to serve a growing number of new neighbors and continue to increase Missoula's capacity to be a welcoming community. This position is flexible, with some off-site hours and occasional night and weekend hours.

About Soft Landing Missoula:

Our vision is to help Missoula be a welcoming, supportive, and informed community that can assist refugees to integrate and thrive. Soft Landing Missoula operates under Social and Environmental Entrepreneurs (SEE), a 501(c)3 nonprofit organization which provides fiscal sponsorship.

The Intern will:

- Welcome and assist clients and community members who come into the Soft Landing Community Center
- Assist with administrative work
  - Data entry, scanning, using Canva, answering the phone, running errands, and more
- Assist walk in clients
  - Help fill out applications, pay bills, schedule appointments, refine resumes, read emails and mail, and more.
- Help manage in-kind donations
- Help keep an organized office
- Assist in planning and staffing social and educational events

The ideal candidate will:

- Have a passion for refugee resettlement in Missoula
- Be a welcoming, kind person
- Have a proven ability to establish and meet deadlines, multitask, and prioritize
- Have a working knowledge or ability to learn about the Missoula community and resources
- Have the ability to interact positively with a variety of people
- Have the ability to work independently and take initiative to follow through with organizational goals
- Be 18 years of age or older



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Skills and knowledge the intern will gain

- Proficiency with language Interpretation services (written & oral)
- Intercultural communication skills
- Knowledge of public benefits and ability to navigate community resources
- Professional connections and mentorship from staff
- General knowledge of non-profit operations

Application review will be on a rolling basis until the position is removed from the Soft Landing Missoula website job and opportunities page.

To apply, please submit a cover letter and resume to [molly@softlandingmissoula.org](mailto:molly@softlandingmissoula.org). This position is not financially compensated. Applicants accepted on a rolling basis.