



SOFT LANDING
MISSOULA

Soft Landing Missoula

(a fiscally sponsored project of Social and Environmental Entrepreneurs)

Adult and Family Services Intern Description

10-25 hours a week (flexible)

Term Options (flexible):

- September 2026 through December 2026
- September 2026 through April 2027
- January 2027 through April 2027

Primary hours need to be scheduled during our open hours, Monday to Thursday 10a-5p

As a Community Center Intern, you will play an important role in creating a welcoming, inclusive environment for refugee and immigrant families while gaining hands-on experience in nonprofit operations, community engagement, and direct service. This internship offers meaningful experience in nonprofit administration, cross-cultural communication, client advocacy, and community-based programming while making a tangible difference in the lives of newly arrived refugee and immigrant families.

This position offers a flexible schedule, with opportunities for some off-site work and occasional evening and weekend hours to support community events and programming.

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 that provides fiscal sponsorship.

The Intern will:

- Welcome and assist clients, volunteers, and community members visiting the Soft Landing Community Center.
- Provide administrative support, including data entry, scanning, answering phones, creating materials in Canva, filing, and running occasional errands.
- Support walk-in clients with practical needs such as completing applications, paying bills, scheduling appointments, refining resumes, accessing email, applying for jobs, and sorting mail.
- Receive, organize, and process in-kind donations for distribution to community members.
- Engage and supervise children while parents meet with staff or attend appointments.
- Help maintain a clean, organized, and welcoming Community Center.
- Assist with planning, preparing for, and staffing community, social, and educational events.

The ideal candidate will:

- Be passionate about supporting refugee and immigrant communities in Missoula.
- Create a welcoming, respectful, and inclusive environment for people of all backgrounds.
- Demonstrate strong organizational skills, including the ability to prioritize tasks, manage multiple responsibilities, and meet deadlines.



- Have knowledge of, or a willingness to learn about, community resources and services available in Missoula.
- Communicate effectively and build positive relationships with clients, volunteers, staff, and community partners.
- Work independently, take initiative, and follow through on responsibilities with minimal supervision.
- Be adaptable, dependable, and eager to learn in a dynamic nonprofit environment.
- Be at least 18 years of age.

Skills and knowledge the intern will gain:

- Experience using professional language interpretation services, including both spoken and written interpretation tools.
- Strong intercultural communication skills through direct engagement with refugee and immigrant communities.
- Practical experience navigating bureaucratic systems, including public benefits, school enrollment forms, applications, and other essential paperwork.
- Professional mentorship and networking opportunities with experienced nonprofit staff.
- A broad understanding of nonprofit operations, including client services, volunteer engagement, community partnerships, fundraising support, and event coordination.
- Experience providing culturally responsive, client-centered support in a community-based setting.
- Increased confidence in problem-solving, communication, and working in a collaborative, mission-driven environment.

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

How to Apply

Please submit a cover letter and resume to molly@softlandingmissoula.org.

This is an unpaid internship designed to provide professional supervision, hands-on experience, and, where applicable, academic course credit. Applications are reviewed on a rolling basis.