



Interviewer/Communications Research Assistant VOLUNTEER POSITION DESCRIPTION

BACKGROUND AND PROGRAM SCOPE

Neighborhood House (NH) builds community and increases access to housing, health, education, and economic opportunity. We envision a healthy, diverse, and welcoming community, free of poverty and racism, where all people thrive. As a human services agency, we run a variety of programs in King County in the realm of early childhood education, youth development, adult education and employment, housing stability, community health, and aging and disability services.

We are looking for assistance with interviewing stakeholders from across the agency and writing testimonials. This includes talking to board members, staff, and community members to produce notes and summaries that will feed content to be used in newsletters, social media, media pitches, and other communications. This volunteer role will work with and report to the NH Communications Manager.

RESPONSIBILITIES

- Talk with assigned stakeholders using previously determined questions in addition to furthering/clarifying the conversation with any follow-ups.
- Write detailed notes and summaries, paying special attention to using language that highlights people's strengths and upholds their dignity.
- Gather quotes to be used in narratives, captions, and headings.
- Help identify interview opportunities or compose questions as needed.

QUALIFICATIONS

- Background or student in communications, journalism, or other field that involves strong written and oral communications skills preferred.
- Ability to work with people from diverse backgrounds, including refugees and immigrants.
- Proficiency in technology such as Microsoft Teams and Zoom.

BENEFITS

- Work experience in a professional, rewarding environment.
- References from NH staff.

TIME COMMITMENT

Must be available during regular business hours, 2-3 hours a week. This commitment is through the summer period, with the option to continue in the fall, depending on need.

LOCATION

The duties of this volunteering position can be fulfilled virtually.

APPLYING

Anyone interested in volunteering for this position should complete our [Volunteer Inquiry Form](#) so that we can learn more about you.

For questions about this, or any other Neighborhood House volunteer positions, contact Neighborhood House Volunteer Services at nhvolunteers@nhwa.org.