



ODMF Unpaid Internship
Fall 2025
Job Description

Open Doors for Multicultural Families (ODMF) is a nonprofit-charitable organization dedicated to ensuring that diverse families of loved ones with developmental/intellectual disabilities (ID/DD) and special health care needs have equal access to culturally appropriate information, resources, and services.

Vision

All culturally and linguistically diverse individuals with developmental/intellectual disabilities and their families thrive in an inclusive society of their design.

Mission

We engage and partner with culturally and linguistically diverse individuals with developmental and/or intellectual disabilities and their families. We use a cultural brokerage model to navigate services, provide specialized programming and advocate for systems change.

Values

Accountability, advocacy, all abilities, collaboration and partnership, cross-cultural communication, cultural reciprocity, diversity, equity, family, family-driven programs and services, family engagement, hospitality, inclusion, integrity, self-care, social justice, and teamwork.

Tagline

Disability-Community-Opportunity

SUMMARY:

We are seeking driven and compassionate interns to join our team and contribute to our mission of supporting individuals with ID/DD and their families. The internship will provide valuable experience in working with diverse populations, nonprofit management, community outreach, and advocacy efforts. The ideal candidate is someone who is committed to making a difference, eager to learn, and ready to engage in meaningful work with our different teams.

LOCATION: Kent, in-person (WA-occasional travel required)

LENGTH: September 24 to December 5, 2025 (With flexibility based on school schedules)

JOB TYPE: Unpaid Internship



RESPONSIBILITIES:

General:

- **Minimum 10 hours per week commitment**
- **Support Client Services:** Assist with the planning and delivery of services and programs for individuals with ID/DD and their families.
- **Outreach and Engagement:** Help in outreach efforts to promote programs and services, including social media management, creating promotional materials, and attending community events.
- **Research:** Assist in researching available resources, funding opportunities, or community partnerships that could benefit individuals with ID/DD and their families.
- **Event Coordination:** Support the planning and execution of special events, workshops, or training sessions for families and caregivers.
- **Collaboration:** Work closely with staff, volunteers, and community partners to ensure a collaborative and inclusive environment for individuals with ID/DD.
- **Administrative:** Provide general administrative support, including data entry, filing, scheduling meetings, and managing client records in a confidential manner.
- Other duties as assigned by supervisor.

Specific Teams and Programs:

1. Early Learning & Pathway to Graduation (2 interns)

- **Early Learning Inclusive Playgroup:** play-based learning for age 0-5 years old in a community setting, with embedded parent coaching and language support
- **Parent Training for Families of Young Children:** training to equip parents and caregivers with practical tools and knowledge to support their child's growth
- **Case Management Support:** Assisting families with navigating the IDD system, conducting ASQ screenings, and providing support for basic needs.
- **Pathway to Graduation (P2G):** supports youth (Age 16–24 years old) to return and graduate from high school, continuing education, and securing employment opportunities

2. Development (2 interns)

- **Grant writing-** would focus on prospective research and assist in developing compelling grant materials to help secure funding opportunities.
- **Events planning, community engagement, and community outreach:** coordinating logistics, building relationships with local partners, researching potential partners, and creating assets for social media and development use.

3. Family Support (1 intern)

- **Intake and referral support:** gathers client information, resource navigation, and connecting families to community programs
- **Pierce County program support**



4. Youth – Programs (2 interns)

- **HOPE and Kickstart:** peer engagement program to integrate social emotional learning, self-advocacy, independent living, and job training

5. Youth – RSA / Assistive Technology (1-3 interns)

- **RSA (Rehabilitation Services Administration):** Assist with communications and outreach efforts, support graphic design projects for program materials, and campaigns contribute to educational content development and delivery
- **Assistive Technology (AT) Lending Library:** Help manage and promote the AT Lending Library, assist with data collection, analysis, and informatics projects and shadow or support occupational therapy and speech therapy activities
- **Engagement Programs (Friendship Circle, ERSI/URSI)**
 - Participate in the Friendship Circle, a peer engagement initiative integrating social-emotional learning with arts, music, and outdoor recreation
 - Support educational programming and data projects within ERSI/URSI

6. Economic Stability (1 intern)

- **MIDST:** engagement with chronically unhoused individuals and families, resource navigation, connecting households to community programs
- **Housing Resource Collective:** outreach to increase membership in the collective and provide administrative support.
- **Youth & Family Homelessness Prevention:** shadow assessments and check-ins with clients and resource navigation.

QUALIFICATIONS:

- Currently enrolled in or recent graduate of a degree program related to Social Work, Psychology, Special Education, Disability Studies, or a related field.
 - *If interested in Development, ideal degrees include marketing, communications, graphic design, government relations and similar fields.*
- A strong interest in working with individuals with intellectual/developmental disabilities and an understanding of the unique challenges they face.
- Must be mission-driven, trustworthy, and diligent.
- Must be comfortable navigating technology and online platforms such as Microsoft Office, Salesforce, etc.
- Strong personal commitment to equity and progressive social, racial, and economic justice for people with disabilities.
- Strong verbal and written English communication skills; second language proficiency a plus
- Strong organizational, interpersonal and time management skills.
- Proven ability as an effective communicator.
- Track record of respect for others' experiences, opinions, language, values, culture, and knowledge.
- Demonstrated commitment and ability to collaborate while working in a highly diverse environment.



- Ability to pass DSHS criminal background check.

DESIRED QUALIFICATIONS:

- Bilingual in any language preferred
- Knowledge of resources and information for people with disabilities

PHYSICAL REQUIREMENTS:

- Ability to lift up to 40 lbs.
- Sitting for long periods of time
- Working in front of a computer or at a desk for long periods of time
- Standing and stooping

To Apply:

1. Internship Applicants are invited to apply online **with a current resume*** that details all related lived and professional experience.
2. **Attach a cover letter** that speaks to your interest in working with individuals with ID/DD and what you hope to gain from this internship experience. **The cover letter must address what requirements are held by the educational institution, including any research or final report. Please identify which team (as specified above) you are interested in supporting in your cover letter.**

****NOTE:*** Any work done during the internship process will be considered intellectual property of ODMF and is only to be distributed with express written consent of the Deputy Director.

Open Doors for Multicultural Families is an equal opportunity employer and makes internship and employment decisions on the basis of merit. Our policy prohibits discrimination based on race, color, age, sex, marital status, sexual orientation, gender identity, genetic information, political ideology, creed, religion, ancestry, caste, national origin, citizenship or immigration status, honorably discharged veteran or military status, familial status, an individual's actual, potential, perceived, or alleged pregnancy outcomes, the presence of any physical, mental, or sensory disability, the use of a trained service animal by a person with a disability, status as a victim of domestic violence, sexual assault, or stalking, or any other consideration made unlawful by federal, state or local laws. Open Door's commitment to equal opportunity employment applies to all persons involved in the operations of Open Doors and prohibits discrimination by any employee of Open Doors including supervisors and co-workers.

Open Doors will also make reasonable accommodations that are necessary to comply with the state and federal disability discrimination laws. This means Open Doors will make reasonable accommodations for the known physical, sensory, or mental disability or known medical condition of an applicant or employee so long as no undue hardship is created for the company, consistent with its legal obligations to do so.



Applicants are invited to identify reasonable accommodations that can be made to assist them to perform the essential functions of the position they seek or occupy. They should contact Human Resources as soon as possible to request the opportunity to participate in a timely interactive process.

Applicants from diverse backgrounds and communities are encouraged to apply – especially parents and family members of persons with disabilities and persons with disabilities residing in South King County.

BENEFITS:

- **Professional Development:** Gain hands-on experience in the nonprofit sector and develop skills related to working with individuals with ID/DD.
- **Networking Opportunities:** Build connections with professionals in the disability advocacy, social services, and nonprofit sectors.
- **References:** Receive a letter of recommendation upon successful completion of the internship.
- **Flexible Schedule:** Work with your supervisor to set a schedule that accommodates your academic or personal commitments.