



**Job Title:** Project Assistant

**Posting:** 41

**Wage:** Unpaid

**Hours per week:** To Be Determined

**Location:** Seattle, Washington

The e-gov team at Washington Technology Solutions is looking for someone who shares our values in making a difference in people's lives. We are searching for an intern who is interested in using a knack for organization and design to help our team as we partner with other agencies to build Washington Business Hub. An interest in business, along with possessing a self-starter, can-do attitude will distinguish the right candidate. Comfort with dealing with and talking to others will also be helpful.

### About e-gov

e-gov, a division of WaTech, is transforming government from the inside out by demonstrating we can work differently for citizens to solve complex problems. We are an agile development organization that practices such things like Lean Startup, customer driven design, Scrum, and self-organization/self-management.

### About you

You enjoy working in a fun, playful atmosphere and using your skills for organization to create order and process. You like creating visual collateral that persuades and communicates. An interest in business, entrepreneurship, and social sciences, along with just plain old intense curiosity about life and how things work will make you the perfect fit for us and set you up to enjoy the team and the position! You should also be a bit open to learning about how software is developed, too, though we're not necessarily looking for you to code!

## The types of things we need help with:

We have an awesome team who would be appreciative of your assistance with:

- Translating our ideas into great designs that communicate
- Verification of new software features and functionality
- Miscellaneous work to support the project, which might include talking to and interviewing prospective and new small business owners
- Acting as project assistant to the project

## Skills we really need:

When it comes to this position what we'll value are people wanting to learn many domains to add to our current team:

- An eye for visual design, complemented with some photo shop knowledge and skills with design tools
- An enjoyment for talking with and finding out about others' interests and needs
- A bent towards organizing and a can-do attitude
- Curiosity about business ownership and entrepreneurship

## Qualifications:

This internship opportunity is open to students of accredited colleges who have completed their freshman year or students currently enrolled in a vocational program in the information technology field. Opportunities are also available for participants in WorkFirst, Cybersecurity Training Program for Veterans, or Veterans Fellowship program.

Must pass a State of Washington employment background check

Application Procedure: Please submit your resume to [internships@watech.wa.gov](mailto:internships@watech.wa.gov) , or your Co-Op office for forwarding