

## **SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY**

### **Summer Internships City of Lincoln City**

The Lincoln City Urban Renewal Agency is seeking a college intern for the summer. This is a paid position which will provide the right student a substantial work experience in redevelopment, community-based planning, and governmental operations. The intern will work under the direction of the Urban Renewal Director and will support the Agency's efforts in fostering economic development, enhancing the appearance of properties in the District, and improving quality of life for residents and visitors. The intern will participate in community meetings, research and writing including desktop publishing. Pertinent skills and interests held by candidates applying for this internship may be incorporated into the work plan as feasible and should be included as part of their application.

#### **Requirements:**

- College Student with at least a Junior Standing or a recommendation from an academic advisor
- Course work in Public Policy, Planning, Economics, or Community Development
- Strong interpersonal skills, self-starter, and ability to work independently
- Strong computer skills: Proficiency in MS Word. Knowledge of desktop publishing a plus.
- Familiarity with local governments
- Familiarity with or interest in sustainability

#### **Benefits:**

This is a paid internship. The intern will receive an hourly compensation of \$11/hr. The placement will start at the end of the academic Spring Term and is funded for 12 full-time weeks. Some flexibility of hours will be required and will be available to the intern, but generally the schedule will be from 8 am – 5 pm weekdays, with some regularly scheduled meetings weekly (e.g. City Council; Urban Renewal Agency; merchants association; etc.). The intern may investigate obtaining college credit through their academic institution and receive a \$1000 tuition stipend applied directly to an accredited Oregon college of choice for the 2010 Fall Term.

The intern will gain significant experience in government and rural community and economic development. The intern will research and generate an Economic Development Plan and help foster the existing business and residential communities through attending meetings with BAMA (Bay Area Merchants Association), the OceanLake Merchants' Association, and the Lincoln City Community Sustainability Committee which meets monthly.

The Economic Development Plan will require further research and meetings with community stakeholders and other government leaders outside the city which may involve surveying and interviewing businesses. This plan will include some background, formulation of a menu of economic development 'tools' for an intended local audience, and professional presentation of the material in a single, bound document, on the website, and as a power point presentation. Ways to track the effectiveness of the 'tools' would also be of great benefit (private vs. public dollars invested; jobs created; etc.), as would simple application forms for the various programs.

The Bay Area Merchants' Association (BAMA) operates in the Taft and Cutler Districts of Lincoln City and has recently gained new and positive momentum. An intern will serve as the urban renewal liaison for the two merchant organizations, which would involve attending weekly evening BAMA, and/or OceanLake Merchants Association meetings while acting as resource support for the groups' ideas and activities.

The Lincoln City Community Sustainability Committee meets monthly, consists of five members and is open to the community at large for participation in activities, education and outreach. The Committee is charged with working to reduce the carbon footprint of the Lincoln City Community that cannot be affected by city policy. An intern will take minutes, set agendas, and conduct related activities as support for the Committee.

The intern will develop skills in establishing positive communication and partnerships with diverse community groups and stakeholders while creating context-specific tools for local economic development. Opportunities for copyrighted work will be available. The overall experience of working in a rural governmental agency will serve the intern in future job searches carrying over into the non-profit or private sector and/or academia.

**SAMPLE**