

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Event Coordinator Intern Neighbors West - Northwest

Neighbors West-Northwest

The Neighbors West-Northwest (NWNW) Coalition promotes direct participation in grassroots democracy by supporting community efforts at the neighborhood level. Our services advance the voices of our constituent Neighborhood Associations as they strive to create livable, sustainable and equitable communities. NWNW supports 12 all-volunteer neighborhood associations in inner Southwest and Northwest Portland including Arlington Heights, Forest Park, Goose Hollow, Hillside, Linnton, Northwest District, Northwest Heights, Northwest Industrial, Old Town Chinatown, the Pearl District, Portland Downtown and Sylvan Highlands. Internship Benefits Learn about event coordination from start to finished based on season interning: Fall, Photo Contest; Late Winter, Bulky Waste Clean Up (March); Spring, a preview performance of a play at CoHo Theater Learn about the nationally recognized Portland neighborhood system Contribute to a collaborative work environment. Enjoy a flexible work schedule.

Internship Description

Intern will be responsible for working on one of three projects designed to raise funds for NWNW. The first is a photo contest where the photos will be used as a fundraising tool in future efforts and to recognize the diversity of the neighborhoods NWNW supports. The second is a coalition-wide bulky waste clean-up to promote reuse and recycling. The third is an annual event, a preview performance of a play at CoHo Theater. The intern will be responsible for coordinating an event from beginning to end with the support of NWNW staff.

Intern responsibilities (Depends on event you decide to support):

Develop a project timeline. Recruit volunteers. Outreach to general population, community partners, and underrepresented groups to promote the event's success. Coordinate vendors. Prepare reports summarizing events Solicit donations from local businesses for refreshments, prizes, raffle, etc. Develop a concept for another fundraiser and a plan to make it happen. Other duties as assigned.