

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Grant Program & Development Assistant Intern Neighbors West-Northwest

Duration: 7 – 10 weeks, flexible

Supervisor: Community Resources Program Manager

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 Gain practical knowledge about grantwriting from both the perspective of the applicant and the funding agency. Learn about the nationally recognized Portland neighborhood system Contribute to a collaborative work environment. Enjoy a flexible work schedule.

Internship Description

The intern will provide support to the Neighborhood Small Grant Program and the Northwest Parks and Recreation Fund. Funds are distributed for both programs through volunteer committees convened and staffed by Neighbors West Northwest. The intern will also research grants to contribute to the NWNW's capacity to serve community needs and will facilitate the completion of at least one application before the internship is complete.

Intern Responsibilities

Prepare grant packets for review committees. Provide support to the grant committees that will meet in November & December. Solicit final reports for the 2008-09 grant cycles. Research grants available for current and future NWNW community projects. Coordinate one grant application prior to internship's completion. Develop a "Neighborhood Notebook" resource about grantwriting and available grants to support volunteer grantwriters. Prepare an annual report using existing template to be used for this year's fundraising efforts. Other duties as assigned.