

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Neighborhood Sustainability 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

- Participate in impacting local sustainability issues and encouraging environmental stewardship.
- Learn about the nationally recognized Portland neighborhood system
- Contribute to a collaborative work environment.
- Enjoy a flexible work schedule.

Internship Description

Provide direct support to neighborhood level sustainability committees. Encourage new committees in their efforts to develop neighborhood priorities. The intern will be responsible for working with staff and volunteers to support these groups as they work to develop local "green" projects. (Internship requires attendance at some evening meetings.)

Intern Responsibilities

- Provide direct support to neighborhood level sustainability committees.
- Research examples of neighborhood sustainability and green activities occurring citywide and nationally to give neighborhoods examples of activities their neighborhood may be interested in tackling.
- Prepare relevant "Neighborhood Notebooks" to be provided on the neighborhood coalition's website to provide continued support of sustainable activities.
- Assist with neighborhood clean ups as needed.
- Assist in making planned activities more sustainable
- Encourage neighborhoods without sustainability committees to form committees or consider sustainability in decision-making.
- Other duties as assigned.