

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Development Assistant 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:

- Gain practical grantwriting experience
- Learn about the nationally recognized Portland neighborhood system
- Contribute to a collaborative work environment.
- Enjoy a flexible work schedule.

Internship Description:

The intern will facilitate the completion of at least one grant application that contributes to NWNW's capacity to serve community needs. The intern will be responsible for tracking deadlines, grant requirements and editing.

Intern responsibilities:

- Utilize an existing list of possible grants to determine which funder is the most likely to fund NWNW priorities.
- Work with staff to prepare letters of intent and other preliminary materials, as needed.
- Facilitate at least one grant application prior to the completion of this internship.
- Other duties as assigned.