

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Rebooting Democracy Conference Intern Oregon Bus Project

Position Description

Rebooting Democracy is the Bus Project's biannual conference for the public interest. In March 2010, over 350 next-generation leaders will come together to build their organizing skills, craft common objectives, and chart the future of hands-on democracy in Oregon.

Rebooting Democracy 2010 will take place the weekend of March 26-28, 2010, at the Riverhouse in Bend, Oregon. We have a goal of getting 350 next-generation leaders from across the state there, and to do this, we need your help. Your main responsibility is to process the rolling nominations that we'll be receiving, and turn them into registrations. You will also play a vital role in supporting the day-to-day work of the Rebooting team as we begin to sprint towards the conference.

Job Duties and Responsibilities

- Promptly process and follow-through with conference nominations
- Assist the Rebooting Democracy coordinator with day-to-day tasks
- Research sponsorship opportunities
- Event-planning and logistics
- Material design and preparation
- Any other democracy-lovin' project that you can dream up

Skills and Qualifications

- Outgoing, enthusiastic and confident (gotta enjoy talking to strangers)
- Highly organized, self-motivated and productive (friends have a hard time understanding how you get so much done in one day)
- Top-notch writer: clear, concise, and not a typo in sight
- Tech-savvy: gotta be able a quick study with new software
- Adobe InDesign, Photoshop and Dreamweaver (or other web-design) skills a HUGE plus
- Experience soliciting sponsorships and/or donations also a huge plus
- Committed to the progressive movement
- Culturally competent
- Relentlessly positive in the face of obstacles (and sometimes the stress of too many opportunities)
- "Zoom factor" (i.e. the ability to see both the forest *and* the trees)

Time Commitment

Must be able to work from December 1 to the conference in March, and you must be able to work 10-20 hours a week during business hours. If you can attend the steering committee meeting at 6 PM on the first and third Monday of the month, that would be grand, but not required.