

## **SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY**

### **Internship Sustainable Northwest**

#### **Job Description:**

Sustainable Northwest is seeking applicants for an approximately 6 month internship beginning as soon as possible or on June 1st, 2009, to provide coordination and administrative support to the Policy Program. Possible assignments would include working with the Policy Program staff to help organize and prepare for the Core Group Retreat (August) and Annual Policy Meeting (December), supporting the coordination of the Rural Voices for Conservation Coalition (RVCC), creating and managing a database of policy contacts, or helping maintain the policy website, among other projects.

#### **Qualifications:**

Undergraduate students currently pursuing a degree in policy, environmental studies, natural resources, or community economic development are encouraged to apply. The internship would require 20-40 hours of work per week in our downtown Portland office.

#### **We are seeking an individual with the following characteristics and skills:**

1. Must be reliable and able to work independently 2. Must be detail oriented and organized 3. Must be competent in MS Word and Excel; experience with InDesign or other layout programs a plus 4. Experience with event planning and logistics desired 5. Highly preferred that candidate have previous office work experience 6. Essential for candidate to be comfortable working in a team and under deadlines while maintaining a sense of humor

The mission of Sustainable Northwest is to partner with communities and enterprises to achieve economic, ecological, and community vitality and resilience. We work in rural communities throughout the Northwest, supporting our mission through four major program areas – Policy, Healthy Forests Healthy Communities Partnership, Klamath and Rangelands and Sustainable Finance.

SNW's Policy Program translates lessons learned in local community sustainability efforts into policy and institutional reform at the regional and national levels. Historically, the Policy Program has worked primarily on issues related to community-based forestry. This work involves collaborative, locally based initiatives that bridge the divide between community and environmental interests and use forest restoration and stewardship as an engine for rural economic development. More recently, the program has begun examining policy issues related to a broader set of community and natural resource sustainability issues.