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# School of Planning, Public Policy and Management

# Internship Posting Form

Use tab or arrow keys to move between fields.

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| Term of Internship: Internships are offered each quarter. Students who want to receive academic credit must secure their internships in the term prior to the start of the internship. You may submit a posting at any time. The date in parenthesis indicates your deadline for submitting a posting that would be eligible for academic credit. Indicate the academic term(s) or “ongoing” if the internship is continually available. |
| Fall (Aug. 15)  Winter ( Nov. 1)  Spring (Feb. 1)  Summer (May 1)  Ongoing |

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| Organization Information | |
| Name of Organization | Homes for Good Housing Agency |
| Street Address | 177 Day Island Road |
| City, State Zip Code | Eugene, Oregon, 97401 |
| Web Site | www.homesforgood.org |

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| Contact Information | |  |
| Site Supervisor | Ela Kubok | |
| Title | Communications Director | |
| E-mail Address | [ekubok@homesforgood.org](mailto:ekubok@homesforgood.org) | |
| Phone | 541-682-2506 | |

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| Description of Organization: Brief summary of organization or work unit. |
| Homes for Good Foundation, a subsidiary non-profit of Homes for Good Housing Agency established in 2014 and recently renamed, is undergoing changes and would be the focus of project work for the Nonprofit Administration Intern. Currently the Housing Agency non-profit provides scholarship funds to people served in our programs supported by Homes for Good Housing Agency. The scholarship fund is created through employee and community contributions. The plan for the revitalization of the non-profit is two-fold: to a) help with board meeting coordination and general non-profit admin coordination and b) create a fundraising strategy for the scholarship fund  More about as the parent agency of Homes for Good Housing Agency: Homes for Good is Lane County’s housing agency and our primary work is to help low-income residents with the logistics of affordable housing. At a higher level, we are neighbors united to get every Lane County resident who needs help, into a home. What do we do   * Provide the rental assistance vouchers that more than 3,000 Lane County residents use to help pay the rent at Section 8-approved housing. We work with the federal government to provide these funds. The homes are privately owned and independently managed. * Help veterans, seniors and people with disabilities find and secure affordable housing either through a Homes for Good unit, or through a specialized provider. * Match low-income residents with public and assisted housing units. We own these houses, duplexes and apartment buildings and our residents pay rents that are set based on a percentage of their income. * Partner with other community organizations and non-profits to build, finance and develop affordable housing. Connect residents with self-sufficiency programs and wellness supports. * Work with the low-income community to provide help with weatherization improvements that lower utility bills and keep homes more comfortable. * Raise awareness about the need for low-income and affordable housing in Lane County. |

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| Internship Position Title & Number of Openings | |
| Position Title: Nonprofit Administration Intern | Number of Openings: 1 |

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| Pay: Indicate if internship is paid. If so, please state the hourly wage or stipend. | | |
| Yes | Hourly Wage:      $10.75 | Stipend: |
| No | | |

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| Hours: The academic term is 10 weeks. |
| Anticipated hours/week: 9 |

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| Internship Description: What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. Indicate if travel is required. |
| Under guidance of the Homes for Good Executive Team, the students will learn organizational legal processes for non-profits such as change of board composition, and change of bylaws. The student’s anticipated primary outcome~~s~~ would be helping reshape and restructure a non-profit organization. Other anticipated learning opportunities may include researching how other Housing Authorities use non-profit arms or helping coordinate the board of directors for the newly revised non-profit.  Note that this is not a policy or planning focused internship. This is a nonprofit administration and organizational development opportunity. This position is ideal for students who want to know more about how to establish or reinvigorate an organization, understand by-law procedures, and learn about working with policies of the Secretary of State and IRS or who want to learn about consulting for nonprofits. Students do not need to know these procedures or understand how to restructure an organization. The student will be guided in this process by the supervisor for this position.  This position would build upon or complement student learning from courses in nonprofit management and consultancy, project and strategic management, and board governance. |

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| Qualifications: Describe the general knowledge and skills required. Note any preferred skills. |
| **General knowledge and skills required**: Administrative support, be able to follow direction and ask questions when needed but also the ability to act as a self-started and proactive team member. Enthusiasm for non-profit organizations and ideas for change and improvement of an inactive non-profit. Strategic thinking and proactive approach to given tasks. |

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| PPPM Preference: Is this internship open to PPPM students only? |
| Yes:  No: |

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| Student Application Procedure & Deadline | |
| E-mail cover letter and résumé to site supervisor | You may state a specific application deadline or  “open until filled.” |
| Other: Interview | Application Deadline: May 10, 2019 |