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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 | Springfield Education Foundation |
| Street Address | 640 A Street |
| City, State Zip Code | Springfield OR 97477 |
| Web Site | http://www.springfieldeducationfoundation.org |

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| Contact Information | |  |
| Site Supervisor | Dr. Sally J. Storm | |
| Title | Executive Director | |
| E-mail Address | sally@SpringfieldEducationFoundation.org | |
| Phone | 541-726-3243 | |

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| Description of Organization: Brief summary of organization or work unit. |
| The Springfield Education Foundation exists to provide support to Springfield students in a variety of ways in which to keep them engaged and in school. We have helped raise the graduation rate of the Springfield Public Schools over the past two years. We do this by providing and supporting programs which enrich the school experience for students. We have an Innovative Educator Grant Program, and other grants, which provide resources to innovative ideas that the District cannot provide. They are competitive grant programs which provide between $300-$3000 per educator application selected. We always have more interest and applications than we are able to fund, so we continue to fundraise with individuals, businesses, corporations and foundations. Our vision is “To see the exceptional become the expected-in the ways students learn, teachers innovate and our community unites around them.” Our mission is “Empower student success through community engagement.” We are governed by a 25 member board of Directors, 2 staff, founded in 1994, 501(c)(3) Non-Profit. |

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| Internship Position Title & Number of Openings | |
| Position Title: Development 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: | Stipend: x $500.00 |
| No | | |

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| Hours: The academic term is 10 weeks. |
| Anticipated hours/week: 9 hours available Monday, Wednesday, and Thursday, 9-5 business hours |

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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. |
| The Development Intern will be exposed to and learn all aspects of fundraising for a foundation. They will learn to use Giftworks Cloud Database. We have four big events each year through which the intern will learn how to plan, work with volunteers and execute a successful event. The intern will learn how to effectively message communications to donors in a variety of ways, including newsletters, ask letters, online giving and in-person visits. They will learn how to effectively steward and cultivate donors and volunteers interested in helping students. Opportunities for presentations in front of groups will be provided. The student will be provided opportunities to sit in with high-level donors and develop skills around asking for donations.  Note: This internship and the associated learning opportunities will be tailored to the intern’s interests and associated projects occurring within Springfield Education Foundation. |

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| Qualifications: Describe the general knowledge and skills required. Note any preferred skills. |
| **General knowledge and skills required**:  Required: Confidentiality is key. We want a self-starter who can appreciate our mission in helping students succeed.  Preferred:  Proficiency in Google Docs, Microsoft Word, Excel PowerPoint, InDesign and Adobe Suite.  Effective interpersonal, verbal and written communication skills.  Experience with Database platforms Constant Contact, WordPress |

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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: | Application Deadline: May 31, 2019 for first review for starting in Fall 2019 |