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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 | Oregon Supported Living Program, Arts & Culture Program |
| Street Address | 309 W. 4th Ave. #100 |
| City, State Zip Code | Eugene OR 97401 |
| Web Site | www.artsandcultureugene.org |

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| Contact Information | |  |
| Site Supervisor | Mija Andrade | |
| Title | Arts & Culture Program Director | |
| E-mail Address | mandrade@oslp.org | |
| Phone |  | |

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| Description of Organization: Brief summary of organization or work unit. |
| For over 40 years Oregon Supported Living Program has empowered adults with intellectual and developmental disabilities by providing person-centered residential, vocational, supported living and arts programs. The OSLP Arts & Culture Program breaks down barriers to participation in the arts for people of all abilities and builds bridges to a more diverse and inclusive community. Through diverse and inclusive classes and workshops, on-and-off site exhibitions, mentorships and unique community collaborations, the organization reflects the values of inclusion, opportunity, creativity, collaboration, professionalism and independence. |

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| Internship Position Title & Number of Openings | |
| Position Title: Social Media 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: |
| No x | | |

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| Hours: The academic term is 10 weeks. Note: A minimum of 9-12 hours/week is necessary to support student academic credit requirements. |
| Anticipated hours/week:      10-12 hours per week |

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| Internship Description: What will the student learn? That is, what will the student be able to do by the end of the internship period? What transferable skills will the student develop? What activities, responsibilities, and tasks will support student growth in developing skills and knowledge? If the internship involves a project, describe type and scope. In what ways will the student to be mentored and supervised during the internship? Please indicate if travel is required. Note: A 9-12 hour/week internship equates to 2-3 weeks of full-time work (90-120 hours total during a 10-week academic term.) When identifying tasks and responsibilities, consider how much a student can successfully accomplish during the time span of the posted internship opportunity. |
| This internship is a good opportunity for someone who wants to learn how to create social media marketing. This student will learn how to build a social media marketing plan and implement marketing strategies over various social media platforms to provoke engagement and support of our programs.  The student will work onsite with our Arts & Culture team to develop the knowledge of marketing processes and procedures through creation of content, development of a specific campaign, and practicing implement strategies. Some work can also be done offsite. Internship schedule will be structured to accommodate student’s school and work schedule. Student will work with our team of three and report to the Arts & Culture Program Director.  By the end of the internship, the student will have gained experience in creating and implementing a specific social media marketing plan which includes content and campaign development as well as scheduling, advertising and overall strategy implementation and evaluation.  The position can be completed for one or more terms per mutual agreement by the student and supervisor. |

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| Qualifications: Describe the general knowledge and skills required. Note any preferred skills. |
| **General knowledge and skills required**:  Basic ability to navigate Instagram, Facebook and Twitter  Some knowledge of graphics programming. Adobe Suite preferred but not required.  Basic written and oral communication skills  Ability to work well with a team and independently  Background check required |

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

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| Student Application Procedure & Deadline | |
| E-mail cover letter and résumé to site supervisor | Application Deadline: **December 6, 2019 for first review for Winter 2020.** Open until filled. |
| Other: |  |