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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  **X** |

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| Organization Information |
| Name of Organization |     Community Supported Shelters  |
| Street Address |    1160 Grant Street    |
| City, State Zip Code |    Eugene, Oregon 97478   |
| Web Site |      www. communitysupportedshelters.org |

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| Contact Information |  |
| Site Supervisor |     Tara Hubbird  |
| Title |      Development Director |
| E-mail Address |      tara.csseugene@gmail.com |
| Phone |      503.730.9980 |

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| Description of Organization: Brief summary of organization or work unit.  |
|     Community Supported Shelters builds Conestoga Huts as micro shelters for use in our Safe Spot Communities and for pocket sites all over Lane County that are operated and managed by St. Vincent de Paul. The Safe Spot Communities (SSC) are legal, designated places for people who are without a conventional form of housing. CSS currently provides oversight to three SSCs, each focusing on a different demographic of the houseless population (people with disabilities, a site for veterans, and another site for a mixed population). The basics included in the SSC infrastructure:* Secure fence with a vehicle gate and pedestrian gate
* Conestoga Huts or raised tent platforms with durable covers
* Common space with wood-fired heat and solar charging station for small devices
* Common kitchen with a propane cookstove, running water, counter space, and food storage
* A place for gate-keeper volunteers
* Porta-potties and garbage receptacles
* Raised pathways
* Garden beds
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| Internship Position Title & Number of Openings  |
| Position Title: Social Media Intern | Number of Openings:    1-2   |

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| Pay: Indicate if internship is paid. If so, please state the hourly wage or stipend. |
| Yes **X** | Hourly Wage:       | Stipend:    $150 per month |
| No ☐ |

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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:      12-20 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. |
|      Community Supported Shelters - Social Media InternshipThe intern will gain a broad understanding of the operations of a nonprofit organization that works to provide basic shelter for stability, empowerment and hope. You will get to see how micro shelter communities are benefiting our community, and how these communities can be replicated in a short amount of time to provide basic shelter.Intern will learn about nonprofit fundraising and professional social media use. We want to grow our social media presence, and we need your help responding to questions, commenting and engaging with our supporters. You will work with our new development software, Classy, to help distribute our campaigns and organize our thoughts, wants and needs into campaign strategies.The intern will always have direct support from the Development Director and other staff members. We operate in a team work model.Travel is not required, and internship can be done remotely if needed, however the experience of working in and with our Safe Spot Communities is very beneficial. |

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| Qualifications: Describe the general knowledge and skills required. Note any preferred skills. |
| Skills/Qualification Required• Excellent oral and written communication skills, with ability to communicate with diverse populations• Computer skills/Data entry• Experience using PowerPoint, Social Media (Facebook, Instagram and Twitter)• Ability to Post and develop CSS YouTube Channel• Well organized with attention to detail and ability to carry out tasks independently• Ability to meet deadlines PERSONALITY BEST SUITED FOR THIS POSITIONdriven, dedicated, confidentPassionate about finding solutions for people experiencing homelessnessPreference given to a student available to intern for at least 2 terms. |

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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 |
| **X**  E-mail cover letter and résumé to site supervisor | Specify an application deadline or a date for first review/consideration. Applications are typically open for 2 weeks.  |
| Other:       | Application Deadline: June 12, 2020 for first review. Open until filled. |