**POTENTIAL INTERNSHIP OPTIONS FOR SOCIAL ENTREPRENEURSHIP SCHOLARS**

These positions are being offered exclusively to Social Entrepreneurship Scholars participants. Many of the organizations have a history of supporting an SES student each summer.

The details of available internship positions will be added through mid-February. Applicants are encouraged to wait until approximately 2/12 before submitting their final internship preferences via the SES Online Form. \*Students are also welcome to secure their own internships (see below for more details).

**2018 INTERNSHIP OPTIONS**

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| **Confirmed:**  \*See below for position descriptions | |
| **ORGANIZATION** | **INTERNSHIP POSITIONS** |
| [Beacon Interfaith Housing Collaborative](http://www.beaconinterfaith.org) | Congregational Organizing Intern |
| [Daily Work](http://daily-work.org/) | Case Management Internship and Development and Nonprofit Management Intern |
| [Institute for Local Self-Reliance](https://ilsr.org/) | Energy Democracy Initiative intern |
| [International Institute of MN](https://iimn.org/) | Immigration Services Internship |
| [Minnesota AIDS Project](http://mnaidsproject.org) | Public Policy/External Relations Intern |
| [Prepare + Prosper](http://prepareandprosper.org/) | Community Journalism Internship |
| [Ramsey County Attorney’s Office](http://www.co.ramsey.mn.us/attorney/) | Juvenile Division Research and Community Prosecution Program Assistant |
| [Twin Cities PBS](http://www.tpt.org/about/) | Community Collaborations Intern |
| [Union Park District Council](http://unionparkdc.org) | Community Engagement Intern |

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| **Likely:**  (position titles are tentative): | |
| **ORGANIZATION** | **INTERNSHIP POSITIONS** |
| [Project for Pride in Living (PPL)](http://www.ppl-inc.org) | Youth Development Intern or Employment Readiness Intern |
| [Thrivent Financial](http://www.thrivent.com) | Community Impact/Program Development or Business Consulting |

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| **Possible:** | |
| **ORGANIZATION** | **INTERNSHIP POSITIONS** |
| [Articulture](http://www.articulture.org) | Marketing and Administrative Intern |
| [Aeon](https://www.aeonmn.org/) |  |
| [Bush Foundation](https://www.bushfoundation.org/) |  |
| [CAPI](https://www.capiusa.org/) |  |
| [Center for Victims of Torture](http://www.cvt.org/) |  |
| [COCO St. Paul](https://explorecoco.com/locations/st-paul) | Communications oriented |
| [Effect Partners](http://www.effectpartners.com/) |  |
| [Genesys Works](http://www.genesysworks.org/) |  |
| [Lake Street Council](http://www.lakestreetcouncil.org)- | Communications and Marketing Intern |
| [​Pollen](http://pollenmidwest.org/) | Program and Outreach Associate |
| [Powderhorn Park Neighborhood Association](https://www.ppna.org/) |  |
| [TakeAction MN](http://www.takeactionminnesota.org/) |  |
| [The Advocates for Human Rights](http://www.theadvocatesforhumanrights.org/) |  |
| [The Brandlab](http://www.thebrandlab.org/) |  |
| [Transit for Livable Communities](http://www.tlcminnesota.org) |  |
| [Voices for Racial Justice](http://voicesforracialjustice.org/) |  |

**\*Independent Internship Option**

It is also possible for students to participate in SES while completing a social impact internship that they have secured independently (i.e., not listed above) if they are still able to participate in all of the SES requirements. If you have applied or plan to apply to an internship that is not affiliated with SES, please make a note in your application in the internship preferences section. Students are welcome to apply for internship positions found on [Handshake](https://app.joinhandshake.com/) or the [Minnesota Council of Nonprofits Job Board](http://www.minnesotanonprofits.org/jobs).

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| **See below for internship options that might work well with SES:** | |
| [City of St. Paul](https://www.stpaul.gov/departments/parks-recreation/about-us/internships) |  |
| [DFL (Democratic) Party of Minnesota](https://www.dfl.org/resources/employment-internship-opportunities/) | Data Internship, Training & Party Affairs Internship, Communications & Research Internship |
| [Dodge Nature Center](http://www.dodgenaturecenter.org/About/Career-Opportunities/) | Environmental Education, Marketing/PR, Development/Fundraising |
| [Governor Mark Dayton](http://mn.gov/governor/contact-us/internships/) |  |
| [Lutheran Social Service of Minnesota](http://www.lssmn.org/internships/) | Assist refugees and immigrants |
| [Metropolitan Council](https://www.governmentjobs.com/careers/metrocouncil/promotionaljobs) | Wide range of internships, 25+ different positions, $15.50/hour-- would not be eligible for SES stipend, might need to work more than 8 weeks of the SES program.  Positions include: Livable Communities Outreach, Water Quality Monitoring, Business Analyst, Community Outreach- Metro Green Line Extension & Blue Line Extension, Environmental Compliance, Human Resources, Project Management, etc. |
| [MN Department of Human Services](https://mn.gov/dhs/) |  |
| [MN Department of Natural Resources](http://www.dnr.state.mn.us/jobs/internships/index.html) | 200 positions |
| [Minnesota Historical Society](http://www.mnhs.org/internships/college) |  |
| [Minnesota Public Radio](https://www.mpr.org/) |  |
| [Minnesota Zoo](http://mnzoo.org/) | [*Education Intern*](https://stolaf.joinhandshake.com/jobs/1199048) |
| [Neighborhood House](http://neighb.org/support/volunteer/) |  |
| [Ordway Center for Performing Arts](https://ordway.org/about/employment/volunteer/) | Fundraising, Marketing, Community Engagement, etc. |
| [Republican Party of Minnesota](http://mngop.com/) | [*Fellow – Republican Leadership Initiative*](https://gop.com/republican-leadership-initiative/) |
| [Senator Amy Klobuchar](https://www.klobuchar.senate.gov/public/internships) |  |

**2018 INTERNSHIP DESCRIPTIONS**

[**Beacon Interfaith Housing Collaborative**](http://www.beaconinterfaith.org)

2610 University Avenue West; Suite 100; St. Paul, MN 55114

**Mission/Purpose:**

Beacon is committed to ending homelessness by providing affordable housing with supportive services, to offering emergency shelter, and to promoting public policies that will end homelessness – all in partnership with congregations. Since its founding in 1999, Beacon has established itself as a significant force for the development of housing in our community, completing 433 units of affordable housing that are home to more than 700 people. Beacon’s congregational partnership model differentiates it from other nonprofit housing developers and has contributed to its emergence as the most productive supportive housing developer in the Twin Cities. Beacon’s advocacy agenda is driven by coordinated, grassroots actions taken by Beacon Citizens, volunteers who participate in planned activities to advance our shared goal of ending homelessness.

**Internship Position Title:** Congregational Organizing Intern

**Brief Position/Project Description:**

Work with congregational organizers to advance housing and policy issues in the metro area.

1. Congregational organizing – support the involvement of congregations in our housing, shelter and policy efforts.
2. Training – support the development of Beacon Academy training institute for leaders from the collaborating congregations
3. Office support – data entry, donor relations, research as needed

**Preferred qualifications:**

Interest in social and racial justice, interest in housing, written and oral communication, ability to be flexible.

**Will the student be expected to work outside of normal business hours?**

At times, yes.  Because we work with congregations, a Sunday morning is a potential work time.  Our training often happens in the evenings.

**Is it preferred or required that a potential intern have access to a car to fulfill job responsibilities?**

No

[**Daily Work**](http://daily-work.org/)

105 University Avenue West, St. Paul, Minnesota 55013

**Mission/Purpose:**

Daily Work provides holistic employment services for at-risk job seekers so they can advance in the workforce, increase their incomes, and achieve the personal and professional growth they desire.

**Internship Position Title:**Case Management Intern

**Brief Position/Project Description:**

As a case manager at Daily Work, your primary role will be to help people in poverty identify action steps and make measurable progress towards self-sufficiency by assisting them in becoming job-ready, identifying and applying for jobs, and overcoming employment barriers. This is an excellent opportunity to gain skills related to careers in psychology, social work, counseling, and related professions that require 1:1 work with clients. As a case manager you will:

**Potential Responsibilities or Projects:**

1. Carry your own caseload of clients, learning and applying skills related to understanding human behavior and the social environment, ethical practice, critical thinking and problem solving, and engaging effectively with a multicultural client base. In addition, you will have the opportunity to co-facilitate groups about computer literacy, effective interviewing skills, or financial literacy.
2. Case management interns are expected to develop research and advocacy skills by interacting and making referrals to other agencies to assist clients in gaining employment and resolving barriers to employment. Referrals may be related to areas such as housing, health insurance, other basic needs, county services, training and education, and legal aid.
3. Daily Work has supportive relationships with like-minded advocacy organizations such as Children’s Defense Fund Minnesota and Lutheran Advocacy Minnesota. Case managers will collaborate with these agencies (or others) and participate in community organizing, strategic planning, and advocacy efforts on policy issues that affect clients at Daily Work.

**Internship Position Title:**Development and Nonprofit Management Intern

**Brief Position/Project Description:**

Gain in-depth knowledge of all aspects of running a nonprofit organization including: Development (fundraising), marketing and communications, operations, and program development and implementation.

**Potential Responsibilities or Projects:**

1. Development:  Assist with implementation of annual fundraising plan including grant writing and donor acquisition and retention.
2. Marketing & Communications: Develop and write effective communications tools for all platforms including blog, email, print newsletters, social media, website, video, community presentations, and other print materials.
3. Program:Research, identify and recommend ways to better serve job seekers and improve outcomes. Assist with program evaluation and reporting outcomes.

*For interns who desire experience in both areas, these internship descriptions can be customized and combined as needed.*

**Will the student be expected to work outside of normal business hours?**

There could be occasional evening committee meetings.

**Is it preferred or required that a potential intern have access to a car to fulfill job responsibilities?**

No

[**International Institute of MN**](https://iimn.org/)

1694 Como Avenue, St Paul MN 55108

**Mission/Purpose (of organization or department):**

Helping New Americans achieve self-sufficiency and full membership in American life.

The Institute supports this mission by providing linguistically and culturally accessible services that enable every New American to work toward achieving full community participation and self-sufficiency.

**Internship Position Title:** Immigration Services Internship

**Potential Responsibilities or Projects:**

1. Assist refugee and asylee clients with various immigration applications including permanent residency (Green Card) and citizenship.
2. Maintain contact with clients via telephone or in writing to support them during their immigration process.
3. Complete case notes, update databases and complete immigration-related research.
4. Respond to clients’ questions on various immigration procedures.
5. Update curriculum for citizenship classes and complete small projects for other agency programs as needed.
6. Take passport and immigration photos.

**Preferred qualifications:**

* Candidate should have a strong interest in learning about immigrant and refugee communities
* Candidate must have good written English
* Candidate should have experience working or volunteering in a cross-cultural environment
* Candidate should be very comfortable with computers and the Internet
* Candidate should be able to work independently and as part of a team
* Second language speakers encouraged to apply

**Will the student be expected to work outside of normal business hours?**

However, we do offer assistance to clients on Saturday mornings.  If intern would like to work on Saturday mornings in lieu of weekday hours that would be allowed.

**Is it preferred or required that a potential intern have access to a car to fulfill job responsibilities?**

No

[**Institute for Local Self-Reliance**](https://ilsr.org/)

2720 E. 22nd St. Minneapolis, MN 55406

**Mission/Purpose:** The Institute’s mission is to provide innovative strategies, working models and timely information to support environmentally sound and equitable community development. To this end, ILSR works with citizens, activists, policymakers and entrepreneurs to design systems, policies and enterprises that meet local or regional needs; to maximize human, material, natural and financial resources; and to ensure that the benefits of these systems and resources accrue to all local citizens.

**Internship Position Title:**  Energy Democracy Initiative intern

**Brief Position/Project Description:**

This internship will focus on adding value to our Energy Democracy work, including blog posts, podcasts, interactive features, and new reports.

**Potential Responsibilities or Projects:**

1. Updates to interactive web features, including stories of successful renewable energy policy implementation
2. Web and phone research for reports on solar, energy storage, and local clean energy impact investing
3. Podcast editing and production

**Preferred qualifications:**

Our preferred intern will be able to collaboratively identify their work plan in a way that aligns their skills and interests with our objectives, ask lots of clarifying questions, and work independently to complete their project(s). An interest in a variety of work is a plus, as is an entrepreneurial spirit for identifying new or interesting ways to share ILSR’s work with those who make decisions.

[**Minnesota AIDS Project**](http://www.mnaidsproject.org)

2577 Territorial Road, St. Paul MN 55114

**Mission/Purpose:**

The Minnesota AIDS Project envisions a Minnesota where new HIV infections are eliminated and individuals living with HIV live long, healthy lives. Our mission is to lead Minnesota's fight to stop HIV through prevention, advocacy, awareness and services.

**Internship Position Title:** Public Policy/External Relations Intern

**Brief Position/Project Description:**The Minnesota AIDS Project envisions a world free of AIDS. Our mission is to lead Minnesota’s fight to stop HIV through prevention, awareness, advocacy, and services. Our Public Policy utilizes grassroots organizing and legislative advocacy to establish and protect policies that help prevent new HIV infections and keep people living with HIV healthy. The intern will work collaboratively with legislators, department officials, advocacy coalitions, service providers and people living with HIV, to advance our public policy agenda.

**Potential Responsibilities or Projects:**

1. Grassroots Issue Organizing
2. Public Policy and Advocacy
3. Writing and Communications through website, email, and social media
4. Assisting in fundraising events and projects

**Preferred Qualifications:**  
An ability and openness to work with diverse populations, including the LGBTQ community

Past experience or training in political science, elections and community organizing

Strong writing and communication skills

**Will the student be expected to work outside of normal business hours?**   
Not required but some activities do take place outside of normal business hours that interns can be involved in if they wish, such as the Twin Cities Pride Festival.

**Is it preferred or required that a potential intern have access to a car to fulfill job responsibilities?**  
No

[Prepare + Prosper](http://prepareandprosper.org/)

2610 University Ave W, Suite 450, Saint Paul, MN 55114

**Mission/Purpose:**

Prepare + Prosper is dedicated to providing high quality tax preparation and related financial services to individuals and families of limited means by leveraging volunteer resources and advising and assisting others to provide similar services in their communities.

**Internship Position Title:** Community Journalism Internship

**Brief Position/Project Description:** The community journalism intern will gather stories of our customers by attending tax clinics, interviewing customers, taking photographs, and writing narratives. The intern will receive training and support throughout the internship. Stories may be published on Prepare + Prosper online magazine, [Spark](http://prepareandprosper.org/spark-magazine/), on social media, in media pieces, on promotional materials, in funding proposals, and more.

**Potential Responsibilities or Projects:**

1. Interview and photograph taxpayers to generate stories that convey impact
2. Write compelling narratives of interviewees (500-1,000 words)
3. Catalog story, interview notes, and photos from interviews
4. Work with staff to edit and evaluate the impact of each story
5. Create toolkit for staff of accessible and shareable stories, quotes, photos, etc.
6. Identify customers who appear to be natural advocates
7. Develop strategies for ways the stories can be utilized for the organization to build awareness, create relationships with our customers, and others
8. Support marketing, communication, and outreach team with other administrated duties as assigned

**Preferred Qualifications:**

* Have a strong commitment to assisting Minnesotans move out of poverty and a desire to learn about P+P and reaching low-income communities
* Are a natural communicator and connector
* Have a background or interest in communications, journalism and/or marketing
* Have demonstrated experience in interviewing, photographing, and writing
* Are energetic, highly motivated and ability to work independently
* Have a sensitivity and commitment to a non-exploitative approach in asking customers to share personal information
* Are well organized and able to meet deadlines

**Will the student be expected to work outside of normal business hours?**

Student may need to work outside of normal business hours in order to meet with and interview taxpayers after work.

**Is it preferred or required that a potential intern have access to a car to fulfill job responsibilities?**

It is preferred that the intern does have reliable means of transportation in order to meet and interview with taxpayers

[**Project for Pride in Living (PPL)**](http://www.ppl-inc.org)

1035 E. Franklin Ave. Mpls. 55404

\*\* this description is from 2017, we will likely have an update in the future \*\*

**Mission/Purpose:**

PPL’s mission is to work with individuals and families with lower incomes to achieve greater self-sufficiency through housing, employment training, support services and education.

Supervisors: Youth Program Coordinator and Volunteer Project Coordinator

**Internship Position Title:**Employment Readiness Intern

**Brief Position/Project Description:**

Increase the work readiness of adults with barriers to employment. Responsibilities will include working with families receiving public benefits (MFIP) on housing and employment search and working 1:1 with Access Lab participants and trainees on job search and self-presentation (resumes, cover letters, applications, basic computer skills).

**Internship Position Title:**\*Youth Development Intern

**Brief Position/Project Description:**

Keep youth engaged in healthy activities over the summer! Plan/lead field trips and enrichment for youth in scattered-site family supportive housing and support summer programming at 2-3 housing communities.

Other Possible Internships:

**Internship Position Title:**Digital Communications Intern

**Brief Position/Project Description:**

Help PPL implement new branding and reach more community members with our mission: work with Communications Manager on projects that may include digital photo archiving, creating and monitoring social media posts, assist in creating promotional materials and help with community events.

**Internship Position Title:**\*Volunteer Engagement Intern

**Brief Position/Project Description:**

Work with Public Ally service member to develop, coordinate and lead group volunteer projects (landscaping, events, donations collections, etc.). Recruit and engage residents in projects that match their interests and goals and build community at their sites. \*

**Preferred qualifications:**

The student should be self-directed and self-motivated, with a growth mindset and interest in our mission. Experience working with people from diverse backgrounds is preferred for the direct service positions.

**Is it preferred or required that a potential intern have access to a car to fulfill job responsibilities?**

Car access is preferred for the starred positions but not required. We also prefer a student for each of these positions to be eligible (current DL and 3 years’ good driving record and insurance) for and trained to drive a PPL van. The other positions do not require any driving or a car.

[**Ramsey County Attorney’s Office**](http://www.co.ramsey.mn.us/attorney/)

345 Wabasha Street North, Suite 120, St. Paul, MN 55102-1432

**Mission/Purpose:**

To serve the residents of Ramsey County by pursuing justice and public safety, protecting the vulnerable, delivering quality legal services and providing leadership to achieve positive outcomes for our community.

**Internship Position Title:** Juvenile Division Research and Community Prosecution Program Assistant

**Brief Position/Project Description:**

This position will offer the opportunity to work on a number of projects within the Juvenile Division of the Ramsey County Attorney’s Office. The first project will involve assisting the Community Prosecutor in the ongoing development and implementation of our Community Prosecution initiatives for at-risk youth in St. Paul, Minnesota. The Community Prosecution initiative seeks to provide earlier interventions, creative responses to preventing delinquent behavior and a swift response to serious delinquent conduct. In addition, the position will involve assisting the Juvenile Division Director on various projects that may involve data analysis, community meetings and development of communications materials. The intern will be given the opportunity to work closely with attorneys in the Juvenile Division, observe juvenile court proceedings, attend community meetings and participate in the day-to-day operation of the Division.

**Potential Responsibilities or Projects:**

1. Engage at-risk youth in recognizing potential for delinquent behavior and strategies to avoid involvement in the delinquency system.
2. Assist Community Prosecutor in preparing for trials and/or other legal proceedings as well as researching best practices for community-based juvenile delinquency diversion programs and assisting in the implementation of a restorative justice component to diversion programming.
3. Engage with community members to help identify and resolve areas of community concerns.
4. Assist in analyzing data.
5. Assist in analyzing recidivism/re-offense and outcome data for youth who have been found guilty of serious and/or violent offenses and designated an Extended Jurisdiction Juvenile.
6. The position will also provide the intern the opportunity to observe juvenile court proceedings, observe trial preparation, observe discussions regarding charging and case resolution, and, if possible, assist prosecutors in preparing cases for trial.

**Preferred qualifications:**

Specifically, we are seeking an intern who is interested in creative approaches to working with at-risk youth and/or youth involved in the delinquency system.  We are also seeking someone who is interested in assisting us with our Community Prosecution initiative, as well as helping to analyze our data, particularly relating to diversion, to improve our practices and to improve outcomes for our youth and community.  The position requires a great deal of discretion, an understanding of confidentiality of juvenile delinquency proceedings and the ability to work well as part of a team.

**Will the student be expected to work outside of normal business hours?**

Yes, the student will occasionally be expected to attend evening community meetings and/or events.

**Is it preferred or required that a potential intern have access to a car to fulfill job responsibilities?**

It is preferred but not required as none of our previous interns have had a car.

[**Thrivent Financial**](http://www.thrivent.com)

625 Fourth Avenue South, Minneapolis, MN

\*\* this description is from 2017, we will likely have an update in the future \*\*

**Mission/Purpose:**  Not for profit financial services cooperative

Thrivent has hosted a SES intern each of the past two years. They are very interested in hosting an intern again this summer but it works best for them to know about the interests and skills of the particular student. Read the following for more information about Thrivent’s commitment to community engagement and social responsibility:

<https://www.thrivent.com/making-a-difference/living-generously/>

Please preference this position if you would be interested in working at Thrivent in either of the following two areas:

1. Community Impact & Program Development (communications, member engagement, etc.)
2. Business Consulting (analytical work/data analysis/etc.)

[**TPT | Twin Cities PBS**](http://www.tpt.org/about/)

172 East Fourth Street, Saint Paul, MN 55101

**Mission/Purpose:**

Enrich lives and strengthen our communities through the power of public media.

**Internship Position Title:**Community Collaborations Specialist

**Brief Position/Project Description:**

As TPT’s Community Collaborations Specialist, you will work with TPT’s Strategic Impact Analyst and Director of Partnerships to learn more about how TPT can better serve diverse local communities through our TV content, online engagement, in-person events, and our collaborations with non-profits.

**Potential Responsibilities or Projects:**

1. Research and Evaluation: Help develop a set of tools (e.g. surveys, interviews, attending events) to learn more about how we can best serve our diverse local communities.
2. Community Connections: Help build a list of local nonprofits who might want to collaborate with TPT as media partners.
3. Event Planning: Help organize one or more events (e.g. screening event, premiere event, community listening and story gathering event, kids and families PBS event, etc.) in collaboration with the TPT events team.
4. Research and Evaluation: Lead the development of a special research and communications project combining student’s interests/expertise with TPT’s current community collaboration needs.

**Preferred qualifications:**

Should have skills to do research and evaluation across diverse communities, including strong communication skills and cultural competency.

**Will the student be expected to work outside of normal business hours?**

Work would only be outside of business hours during special event/s if needed. Otherwise, position is during normal business hours, with start/end times to be negotiated with supervisor.

**Is it preferred or required that a potential intern have access to a car to fulfill job responsibilities?**

A car is not necessary for this position but if the intern spends more time out in local communities attending events and gathering information, they will need to have access to car, public transit, bike or other mode of transportation.

[**Union Park District Council**](http://unionparkdc.org/)  
161 Snelling Avenue, Saint Paul, MN 55104

**Mission/Purpose:**

The Union Park District Council is a nonprofit neighborhood association that promotes resident involvement in community issues, and ensures neighborhood voices are heard in government decision-making. Our committees advise the city on land use, transportation, environment, parks, and other neighborhood issues. We also develop and sponsor community events and programs that build connections within the community and improve the quality of life in our neighborhoods.

**Internship Position Title:**Community Engagement Intern

**Brief Position/Project Description:**

The Intern will collaborate with Union Park’s staff and volunteers to foster a community in which neighbors feel connected and empowered to influence decision-making on issues important to them. Together, we will work to address local issues such as pedestrian safety, park development, urban planning, public transportation, historical preservation, environmental protection, and creative place making in the Union Park community. The Intern will engage in activities and projects related to communications, fundraising, community events, and local government policy. Along with managing projects and completing specific tasks, the intern will have the opportunity to learn about the variety of responsibilities of a small community-based nonprofit.

**Potential Responsibilities or Projects:**

1. Communications: Create and manage a social media plan; identify community issues, develop content, interview residents, write articles, and design layouts for the e-newsletter; manage updates to our organization’s website.
2. Development/fundraising: Research grant opportunities; draft grant applications; manage sponsorships by local businesses; investigate creative development and fundraising opportunities.
3. Community events: Participate on a team of staff, community volunteers, and local business owners to plan and host a large community engagement event; manage a portion of the event planning; collaborate with organization and city staff on ideas for new programming in our community and parks.
4. Public policy/advocacy: Conduct research on special projects related to land development and transportation issues, especially around the future major league soccer stadium planned in our neighborhood; support efforts to enhance public transit use; assist in staffing committee meetings and participate in city processes.
5. Direct client contact: Engage in community outreach, especially around the development of our newest park in a culturally diverse area of the district; support the execution of a new micro-grant program offered to residents.

**Preferred qualifications**:

* Demonstrated interest in and enthusiasm for community and/or nonprofit work
* Strong oral and written communication skills
* Well-organized
* Good listener
* Ability to work efficiently with frequent interruptions
* Good independent problem solving skills
* Comfortable working with a wide variety of people
* Responsive and reliable

**Will the student be expected to work outside of normal business hours?**   
The student may be requested to participate in occasional evening meetings and weekend community events.

**Is it preferred or required that a potential intern have access to a car to fulfill job responsibilities?**

No, it is not required. Our office is close to the program’s housing, and our work takes place in the local community. The student should be comfortable walking to meetings, and it would be good if the student could occasionally take public transit and/or has access to a bicycle.