



Department of Planning, Public Policy and Management Internship Posting

Organization Information

Name of Organization	Action Without Borders
Street Address	
City, State Zip Code	
Web Site	

Contact Information

Site Supervisor & Title	
Work Phone	
E-mail Address	

Description of Organization:

Action Without Borders (AWB) is a nonprofit organization that connects people, ideas, and resources to help build a world where all people can live free and dignified lives.

Since 1995, our website, Idealist.org, has become the most comprehensive online resource for the nonprofit sector, with almost 70,000 nonprofit organizations from 190 countries posting their job openings, volunteer and internship opportunities, events, resources, and programs. [Idealist](http://Idealist.org) attracts over 40,000 unique visitors each day, and over 500,000 people subscribe to our free daily email alerts which match people around the world with the resources and opportunities they seek. Idealist.org also has sites in Spanish, Idealistas.org, and French, Idealiste.org.

Portland Office

[Idealist](http://Idealist.org) provides extensive resources for job seekers, volunteers, and professionals who work within the nonprofit community.

This office promotes our nonprofit careers work including: the Public Careers and Graduate Education Program, Human Resources Program, Nonprofit Career Fairs, Volunteer Management and International Volunteerism Program, Mid-Career Transitions Program, the High School and College Program, and The Nonprofit FAQ. Most of our programs have an internship position available.

Internship Description:

We are looking for highly motivated, detail-oriented, and enthusiastic individuals to join us in the Portland office. These internships are a great opportunity for you to use your research, writing, creativity, planning, and marketing skills and gain practical knowledge within the nonprofit sector.

Minimum Qualifications: Describe the knowledge and skills required. Indicate if a particular skill is preferred or required.

General knowledge and skills required:

We're looking for interns who has:

- * Excellent written and oral communication skills
- * Ability to multi-task
- * Strong organizational skills and attention to detail
- * Creativity, friendliness, and a sense of humor
- * Ability both to take direction and to work autonomously when necessary

Hours:

Anticipated hours/week: The internship would start in September; however the actual start date is flexible. Typically the duration of an internship coincides with the school term. This is a part-time, 12-20 hour per week internship, with excellent professional development opportunities.

Pay: Indicate if internship is paid and whether the pay is an hourly wage or stipend.

Yes

Hourly Wage:

Stipend:

No

Term of Internship: Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. Indicate the academic term(s) or "ongoing" if the internship is continually available.

Fall (Aug. 15) Winter (Nov. 15) Spring (Feb. 15) Summer (May 15) Ongoing

Student Application Procedure & Deadline

E-mail résumé to site supervisor

Phone call to site supervisor

Other: Visit <http://www.idealists.org/if/as/Internship> and type Action Without Borders into the keyword search field to view all of our available internship opportunities which contain detailed position descriptions. Each internship application is directed to a different manager, so please follow the instructions carefully and apply to the position that most interests you.