Department of Planning, Public Policy and Management
Internship Posting

Organization Information

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>City of Albany</th>
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<tbody>
<tr>
<td>Street Address</td>
<td>489 Water Street NW</td>
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<tr>
<td>City, State  Zip Code</td>
<td>Albany, Oregon 97355</td>
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Contact Information

| Site Supervisor & Title     | Rick Barnett |
| Work Phone                  | (541) 917-7760 |
| E-mail Address              | rick.barnett@cityofalbany.net |

Description of Organization:


Internship Description:

Title: Community Trolley Program Internship
Employer: City of Albany Recreational Sports Program
Division: Recreation
Position Type: Internship/Fellowship
Job Function: Communications/PR/Event Planning, Marketing/Sales
Location: Albany, Oregon

Assist the Albany Community as we work to more effectively use the community owned trolley.
1. Develop a marketing plan for the trolley which includes a variety of methods and medias.
2. Begin the process of recruiting a volunteer corps that will work as trolley conductors and program people.
3. Work with community leaders to develop a clear operational purpose and plan including financial stability and usage goals.
**Minimum Qualifications:** Describe the knowledge and skills required. Indicate if a particular skill is preferred or required.

Great Attitude  
Ability to work with a variety of community groups

**Hours:** The academic term is 10 weeks.  
Anticipated hours/week: Flexible

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>Hourly Wage:</th>
<th>Stipend:</th>
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<tbody>
<tr>
<td>No</td>
<td>&lt; 10% Travel</td>
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**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)  
- [X] Winter (Nov. 15)  
- [X] Spring (Feb. 15)  
- [ ] Summer (May 15)  
- [ ] Ongoing

**Student Application Procedure & Deadline**

- [ ] E-mail résumé to site supervisor  
- [ ] Phone call to site supervisor

Other:  
rick.barnett@cityofalbany.net  
Application Deadline: Jan 15, 2008