



Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

Organization Information

Name of Organization	Alvord-Taylor Independent Living Services
Street Address	405 A Street
City, State Zip Code	Springfield, OR 97477
Web Site	www.alvordtaylor.org

Description of Organization: Brief summary of organization and work environment. (No more than 100 words)

Our mission at Alvord-Taylor is to assist people with disabilities to live quality lives in their community. Our non-profit began in 1969. We support over 50 clients with disabilities through our eight residential group homes and our Independent Living Program, which provides supports to individuals living on their own. Our busy administrative office houses the ILP program and serves as grand central station for our entire agency. We are launching a new Alternative to Employment program this year, which will create programming for clients who are retired or unable to work.

Internship Title and Description: What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. Indicate if travel is required. **If your description exceeds 200 words, attach a separate sheet.**

The student will be at the center of office operations at Alvord-Taylor and will have the responsibility of welcoming visitors, answering the phone, directing questions, and managing initial employment applications. The intern will be work cooperatively with the Human Resources manager, the Receptionist, the Executive Assistant, and Program Managers on daily work, as well as on program specific projects of interest to the intern.

This position will be supervised by the Development Coordinator and the student will be asked to assist in development activities such as foundation research, community outreach, event planning, newsletter creation, and volunteer coordination depending on their areas of interest and ability. This spring and summer, two specific projects we will be focusing on at Alvord-Taylor are the Direct Support Staff Appreciation Picnic and our Alternative to Employment program.

The student will have the opportunity to learn about the daily operations and administrative side of our large, local non-profit. The intern will be asked to attend Board Meetings when able and will have the opportunity to meet many diverse members of the Springfield-Eugene community. The internship will be 75-95% development and community outreach projects.

Qualifications: Describe the general knowledge and skills required. Note any preferred skills. (No more than 100 words)

General knowledge and skills required: We are looking for someone with a friendly, upbeat, and positive personality. This position requires respect and openness to diversity as well as strong communication and interpersonal skills. The student should be able to effectively use Microsoft Office software, including Word, Excel, PowerPoint, and Publisher. Given the availability of projects and fast pace of the office, we are looking for someone with strong problem-solving skills including prioritizing and decision-making abilities who is able to manage multiple tasks both during the workday and the internship period. Confidentiality of client and staff information as well as a background check are required.

Hours: The academic term is 10 weeks.

Anticipated hours/week: 20

Pay: Indicate if internship is paid and if so, 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. The date in parenthesis indicates **your deadline** for submitting an internship posting. 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 cover letter and résumé to site supervisor

Other: The student may call for an application

Application Deadline: June 1st

Contact Information

Site Supervisor

Kate Hammarback

Title

Development Coordinator

Work Phone

(541) 736-3444

E-mail Address

khammarback@alvordtaylor.org