



Department of Planning, Public Policy and Management Internship Posting

Organization Information

Name of Organization	City of Albany Recreational Sports Program
Street Address	PO Box 490
City, State Zip Code	Albany, Oregon 97355
Web Site	

Contact Information

Site Supervisor & Title	Anjeanette Brown
Work Phone	(541) 917-7774
E-mail Address	anj.brown@cityofalbany.net

Description of Organization:

N/A

Internship Description:

Development/Fundraising Internship

The development office is diverse and you will have the opportunity to learn in a variety of settings.

- Researching potential corporate and foundation support
- Preparing and presenting proposals to potential donors
- Coordinating special projects
- Assist in developing a comprehensive fund raising strategy
- Assist in the organization of special events

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

Third or fourth year student that wants practical experience to back their academic knowledge.

Hours: The academic term is 10 weeks.

Anticipated hours/week: 15-20

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

Yes

Hourly Wage:

Stipend:

No < 10% Travel

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:

anj.brown@cityofalbany.net

Application Deadline: Jan 15, 2008