



Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

Organization Information

Name of Organization	City of Gresham
Street Address	1333 NW Eastman Parkway
City, State Zip Code	Gresham, OR 97030
Web Site	www.ci.gresham.or.us

Contact Information

Site Supervisor	Erik Kvarsten
Title	City Manager
Work Phone	503 618-2346
E-mail Address	erik.kvarsten@ci.gresham.or.us

Description of Organization: Summarize mission, size of organization, and work environment.

(No more than 100 words)

The city of Gresham is a dynamic, full service city government. The City's 600 employees are committed to building a responsive and progressive government that provides effective and efficient services to Gresham's 98,000+ residents. The City is committed to doing what is necessary to change the uncomfortable truth that trust in government is at an all time low and that local government is now included in this sentiment. The City recently embarked on an organizational improvement effort to change both employee and citizen satisfaction in local government. The City's environment encourages engagement at all levels of the organization.

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

The City currently employs a number of methods to engage citizens and stakeholders. Most of the methods fall into what would be considered a traditional box of tools such as public meetings, advisory committees, outreach events, surveys, web tools, etc.

The City is interested in improving its engagement efforts through this project. The scope of work would include documenting current practices, identifying "best practices" employed by other municipalities, reviewing academic and professional publications, and providing recommendations to help transform citizen engagement in Gresham city government.

Minimum Qualifications: Describe the general knowledge and skills required (approximately 40 words). Indicate if a particular skill is preferred or required.

General knowledge and skills required:

Specific Skill Area	Preferred	Required
Data analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GIS analysis	<input type="checkbox"/>	<input type="checkbox"/>
Report writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technical writing	<input type="checkbox"/>	<input type="checkbox"/>
Public speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Client/customer relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Event planning	<input type="checkbox"/>	<input type="checkbox"/>
Database development	<input type="checkbox"/>	<input type="checkbox"/>
Grant writing	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Hours: The academic term is 10 weeks.

Anticipated hours/week: 12-18

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

Yes

Hourly Wage:

Stipend: \$1,750.00

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 résumé to **Rhonda Smith,**
rhonda@uoregon.edu by Nov. 16, 2007

Phone call to site supervisor

Application Deadline: