



Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

Organization Information

Name of Organization	Long Tom Watershed Council
Street Address	751 S. Danebo Ave.
City, State Zip Code	Eugene, OR 97402
Web Site	www.longtom.org

Contact Information

Site Supervisor	Jenna Garmon
Title	Stewardship & Outreach Coordinator
Work Phone	541-683-6949
E-mail Address	jgarmon@longtom.org

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

(No more than 100 words)

The Long Tom Watershed Council serves to improve water quality and watershed condition in the Long Tom River basin through education, coordination, consultation, and cooperation among all interests, using the collective wisdom and voluntary action of our community members. We conduct education, monitoring and restoration projects on private and public land from the Willamette River west to the Coast Range Mountains, throughout the Long Tom River Watershed and surrounding area. The Council is a nonprofit corporation with three staff, a 14-member Steering Committee, and a diverse membership, which includes all people living in or interested in the watershed.

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.**

Nonprofit Management: The Council recently formed as a nonprofit corporation, and is in the process of establishing policies and procedures for managing the organization. This intern position would entail researching and recommending such policies based on recognized best management practices.

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 skills and knowledge required depend on the particular project. The ideal candidate will be able to work independently, have strong research, writing and communication skills, and be committed to the mission of the Council.

Hours: The academic term is 10 weeks.

Anticipated hours/week: 10-15 hours/week

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 résumé to site supervisor

Phone call to site supervisor

Other: Please visit www.longtom.org to learn more about the Long Tom Watershed Council. Please provide cover letter, resume and references to the contact person listed above.

Application Deadline: December 15, 2007