



Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

Organization Information

Name of Organization	The Luke Center
Street Address	5223 NE 33 rd Ave
City, State Zip Code	Portland, OR 97211
Web Site	www.lukecenter.org

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

The Luke Center is a private, non-profit organization dedicated to nurturing Catalytic Leadership. The Center offers executive leadership training, short courses, meeting facilitation and a speakers' bureau to address leadership access. We are very serious about our mission because we are serious about making the world a better place. **Our mission: Creating and supporting transformational leadership for the public good.** Since 1989 our primary work, **the Pacific Program**, has provided one of the best opportunities for growth of leaders in the public sector. It not only teaches new skills, it opens minds to new ways and paths of leadership.

Catalytic leadership is a style based on vision, building partnerships, collaboration, and passion. The term comes from the work of Dr. Jeff Luke of the University of Oregon who researched why some communities were able to solve difficult problems while others were not. He found that much of the success came from a style of leadership placing the good of the community and the accomplishment of an agreed upon outcome over personal gain or recognition.

The Luke Center teaches, advises, and builds upon the catalytic leadership model offering a variety of services to the leadership structures of communities and organizations throughout northwestern North America. The Luke Center is a 501 (c) (3) not-for-profit corporation dedicated to furthering Dr. Luke's vision of catalytic leadership. Its Board and Staff are all Pacific Program alumni.

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.**

Leadership Management Internship

The leadership intern provides management support to the office of the Executive Director and the board. The management issues addressed span the breadth of the Luke Center’s mission. The intern will be assigned finance research and analysis, grant writing, facilitation and communication projects. Additionally, the intern will become a team member of the Luke Center, providing support to the Executive Director, the Business Manager, the board and the program participants. The goal of the internship is to provide a learning opportunity for the intern while contributing to the Luke Center’s policy and management goals.

Outline of Duties

- Meeting facilitation and event management
- Financial support
 - Grant strategy and writing
 - Fundraising through successful donor program and new corporate outreach
- Communications design and strategy
- Communications content development
- Management tools research, strategy and implementation

Additionally, this position would be ideal for an applicant interested in governance, nonprofit management, local/state politics, public management, leadership and/or collaborative decision-making.

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

General knowledge and skills required: Graduate or undergraduate courses completed (or scheduled) in Public/Nonprofit Budgeting, Leadership, Introduction to Public Management and Economics; advanced research and analysis skills; and intermediate to advanced MS Excel and PowerPoint abilities preferred.

Preferred skills include facilitation, advanced written and verbal communication, cost benefit analysis and heavy multitasking. Additionally, this position would be ideal for an applicant interested in governance, non-profit management, local/state politics, public management, leadership and/or collaborative decision-making.

Hours: The academic term is 10 weeks.

Anticipated hours/week: **12-18 hours/week for 3 terms; start date late August/early Sept. to be negotiated.**

Location: Eugene, Salem, or Portland (to be negotiated)

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

Yes <input checked="" type="checkbox"/>	Hourly Wage: \$12/hour	Stipend:
No <input type="checkbox"/>		

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

<input checked="" type="checkbox"/> E-mail cover letter and résumé to site supervisor + writing sample (500-2500 words) + 2 professional and/or academic references (include names, addresses, e-mail addresses, daytime phone, and nature of relationship to reference).	Equal opportunity All qualified persons will be considered for internships without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made, or any other status protected by law.
Other:	Application Deadline: 5:00 pm on May 23, 2008

Contact Information

Site Supervisor	Reed Wagner
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