



## Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

### Organization Information

Name of Organization	<b>Oregon Social Learning Center Foundation</b>
Street Address	<b>10 Shelton McMurphey Blvd</b>
City, State Zip Code	<b>Eugene, OR 97401</b>
Web Site	<b>www.oslc.org</b>

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

**The non-profit Oregon Social Learning Center is a collaborative, multidisciplinary research center dedicated to increasing the scientific understanding of social and psychological processes related to healthy development and family functioning. We apply that understanding to the design and evaluation of interventions that strengthen children, adolescents, families, and communities. The OSLC Foundation is newly formed. This is a start-up project for the Foundation.**

**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.**

**Title: Foundation Assistant**

**Interns will gain experience in the areas of board organization, nonprofit funding resources, and employee participation.**

**Foundation tasks and responsibilities include:**

- 1. Research private foundations using the Internet and foundation search sites to identify potential funding for OSLC projects; may assist in writing grant proposals.**
- 2. Research elements of board training and assist in the development of OSLC Board training and notebooks.**
- 3. Research employee giving programs, including how they are initiated and administered. Ability to conduct online research, contact organizations for information, and write a report summarizing recommendations. Research may include focus groups.**

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

**General knowledge and skills required:**

**U of O Planning, Public Policy and Management Program major preferred**

**Hours:** The academic term is 10 weeks.

Anticipated hours/week: **6 or 9 hours per week (2 or 3 credit hours/term)**

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

Yes <input type="checkbox"/>	Hourly Wage: NA	Stipend: NA
No <input checked="" 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. 1)  Winter ( Nov. 1)  Spring (Feb. 1)  Summer (May 1)  Ongoing

### Student Application Procedure & Deadline

<input checked="" type="checkbox"/> E-mail cover letter and résumé to site supervisor: <b>Christie McDonald at christiem@oslc.org</b>	
Other:	Application Deadline: <b>Open until position filled</b>

### Contact Information

Site Supervisor	Foundation project contact: ChristieMcDonald; (OSLC Intern Program contact: Dianna Larsen)
Title	Project: Executive Director & Chief Development Officer of Oregon Social Learning Center Foundation; (Program: OSLC Intern Programs Manager)
Work Phone	(541) 485-2711
E-mail Address	Project: christiem@oslc.org; (Program: diannal@oslc.org)