



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

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### Organization Information

Name of Organization	Western Environmental Law Center
Street Address	1216 Lincoln Street
City, State Zip Code	Eugene, OR 97401
Web Site	

### Contact Information

Site Supervisor & Title	Katie Laughlin, Development Communications Manager
Work Phone	541-485-2471
E-mail Address	laughlin@westernlaw.org

### Description of Organization:

The Western Environmental Law Center is the West's leading environmental advocacy center. We are a non-profit public interest law firm dedicated to ensuring that our nation's environmental laws are obeyed and enforced. Our office headquarters is located in [Eugene, Oregon](#), with regional offices in [Taos, New Mexico](#), and [Durango, Colorado](#).

We provide free or reduced-fee legal services to conservation groups, communities and individuals, challenging corporations and government agencies that violate environmental laws in the West. Our legal advocacy brings about long-lasting protections to preserve the region's air, water, public lands and forests, wildlife and habitat, and communities.

### Internship Description:

The Development Department at the Western Environmental Law Center raises funds from private foundations and individuals to support the legal advocacy work of the organization. The Development Intern will assist with various tasks related to fundraising including foundation and individual donor research. Responsibilities may include: researching foundations/donors and prospects, preparing donor profiles, assisting in the maintenance of donor files, mailings, and the maintenance of our fundraising database.

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

**General knowledge and skills required:**

This position is ideal for graduate students with an interest in development and fundraising for nonprofits.

The ideal candidate will possess the following:

1. Motivated self-starter;
2. Excellent research, writing, and oral communications skills;
4. Strong computer skills, including internet research;
5. Good disposition, hard working, creative, with an interest in taking on a variety of tasks.
3. Ability to work on a committed weekly schedule of at least 10 hours a week.
6. Commitment to the goals and priorities of the Western Environmental Law Center.

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

Anticipated hours/week: 10-15

**Pay:** Indicate if internship is paid and 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. 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: Visit [www.westernlaw.org](http://www.westernlaw.org) to learn more about the work of The Western Environmental Law Center.

Application Deadline: Please submit a cover letter and resume with two references by October 12, 2007 for the position. Decisions will be made promptly.

Please provide cover letter, resume and references to the contact person listed above.

Please, no phone calls.