

## **Neighborhood Sustainability Project Coordinator (internship)**

### **Boise and Concordia Neighborhood Associations Spring – Fall 2015**

The Boise and Concordia Neighborhood Associations seek a part-time **Neighborhood Sustainability Project Coordinator**. This position will focus concurrently on policy and on actions to advance sustainability efforts in the Boise and Concordia Neighborhoods.

#### **Primary Responsibilities:**

The Coordinator will play either a supporting or leading role on a variety of tasks, including:

- Planning and executing alley-related community building activities, such as assisting with community outreach, fundraising, event planning and volunteer organization for specific events in Spring 2015, but also including planning and community engagement around a broader alley strategy for the two neighborhoods.
- Draft a sustainability policy template that could be customized and adopted by individual neighborhood organization boards (as well as, potentially, other groups, such as business organizations), elsewhere within Northeast Coalition of Neighborhoods (NECN) and across Portland.
- Work with PSU Capstone and graduate students who are also engaged in alleyway and other neighborhood sustainability projects.

#### **Additional Responsibilities:**

The Project Coordinator will also lead or support the following tasks:

- Assist the Neighborhood partners in grant writing and other fundraising efforts to support neighborhood-level planning and implementation activities.
- Assist the Neighborhood partners in outreach and volunteer organization for events, community engagement activities and specific data gathering efforts.
- Development or refinement of communication materials around sustainability efforts in the two neighborhoods.
- Assist in various projects as assigned.

**Ideal applicants will** be graduate students enrolled in at least 4 graduate credit hours at Portland State University during Spring 2015 term and must be admitted to and in good academic standing with a PSU graduate degree program. Open to undergraduates with significant relevant experience.

#### **Minimal requirements:**

- Interest in sustainability, community organizing, project management, event planning, public art
- Competency with office software
- Self-directed and self-motivated

#### **Ideal candidates will:**

- Have demonstrated experience with project management

- Be familiar with urban and district-scale sustainability, sustainable development, and measuring sustainability performance
- Have clear and articulate writing skills
- Have strong interpersonal and intercultural communication skills
- Have a strong attention to detail
- Be self-motivated; have an ability to work with minimum supervision
- Be competent with Microsoft Office (Word, Excel, PowerPoint, and Publisher), Google Apps
- Own a computer or laptop – if candidate does not have a computer, a laptop will be provided by Northeast Coalition of Neighborhoods, which must stay in that office
- Have knowledge and interest in forging partnerships with community-serving organizations, educational institutions in major institutions, municipalities, and businesses
- Preferred degree programs: Public Administration, Environmental Science and Management, Business Administration, Architecture, Urban Studies and Planning or similar program

**Pay rate:** \$1500/term (\$1200 if an undergraduate)

**Hours per week:** 12 hours per week for 11 weeks (internship ends June 30, 2015)

**Start Date:** Immediately

**Application deadline:**

Review of applications will begin immediately. Open until filled. (Final deadline to apply: Feb 27)

**Application:**

**This position requires current enrollment as a PSU student.** To confirm that you are formally admitted and enrolled, please email your full name and student ID to [vancem@pdx.edu](mailto:vancem@pdx.edu)

Please specify in the subject line, **Neighborhood Sustainability Project Coordinator, Boise and Concordia Neighborhoods.** Once your status is confirmed, you will receive the full application instructions via email. You may call [503-725-4972](tel:503-725-4972) with any questions.