Position Description: Signature Events Intern, Halprin Landscape Conservancy

About HLC

Halprin Landscape Conservancy (HLC) was formed in 2001 as a 501 c 3 with a mission to activate, improve and maintain the Portland Open Space Sequence. Since the founding, the volunteer board has been devoted to its restoration and stewardship. Located in the South Auditorium neighborhood and adjacent to Portland State University, it is nationally known as a treasure of urban architecture and public space.

Collectively, the Sequence represents over fourteen blocks. A partnership between Portland Parks & Recreation Bureau and the HLC has undertaken a comprehensive restoration project. By December of 2015, a preliminary design plan is expected to confirm the estimated $2.5 million budget to update Keller, Pettygrove, Lovejoy and Source plazas, fountains and parks. After completing the construction drawings, the ground breaking celebration is expected in summer 2016 with the completion scheduled for the summer of 2017.

Internship Location

The Portland Open Space Sequence is located near Portland State University in Downtown Portland. There is no office space, so most of the work will be done remotely. Attendance at monthly board meetings (located adjacent to the Sequence) the first Tuesday of each month at 5pm may be required from time to time. The Intern and executive director will have progress checks as negotiated to best suit their working style.

Internship Description

The Signature Events Intern will be responsible for assisting HLC Executive Director Karen Whitman and Board of Directors (list on the website) in coordinating and planning special events and activities for the Portland Open Space Sequence’s 50th Anniversary Celebration scheduled for summer 2016. They will be involved in every aspect of event coordination from start to finish, including identifying and partnering with diverse stakeholders from within the district and region-wide. The Intern works directly with and reports to Executive Director Whitman.

Intern responsibilities:

- **Event Planning and Production** - plan, organize, coordinate, promote and facilitate programs, events, and other 50th Anniversary Celebration activities; schedule and maintain communication with vendors, speakers, participants; coordinate and monitor event timelines; assist in preparing a variety of publications, materials, and programs for events.
- **Event Administration** – adhere to prepared budgets and provide periodic progress reports for each project; keep track of event finances including requisitions, invoicing and reporting; coordinate appointments and meetings on behalf of executive director and board members as needed.
- **Publications and Communications Management** – assist in coordinating publications, contribute to HLC website and social media networks; update the HLC events calendar; and ensure consistent use of the Portland Open Space Sequence in all anniversary event communications.
- **Support for organization and Executive Director** as assigned

Skills Required

- Be a currently registered and enrolled undergraduate or **graduate** student at Portland State University (you must be registered and enrolled for the duration of the internship)
- Have demonstrated experience with project management, special events, event management, marketing/communications, and/or public relations
- Ability to learn quickly
- Have clear and articulate writing skills
- Have strong interpersonal and communication skills with high level of professionalism, including public speaking
- Strong social media skills (Facebook, Instagram, Twitter)
- Be self-motivated; have an ability to work with minimum supervision
- Ability to manage multiple projects and work assignments
Be competent with Microsoft Office (Word, Excel, PowerPoint), Google Apps
Must be able to work a flexible schedule, including some evenings/nights and occasional weekends.

**Additional Preferred Qualifications**
- Skilled in Wordpress
- Skilled in graphic design and/or Adobe Creative Suite (Photoshop, InDesign)

**Time Requirement:** Approximately 12 - 15 hours per week (depending upon the project need and intern availability)

**Duration:** Internship end date Sept. 15, 2016

**Compensation:** graduate students: $500 per month/$1,500 per term; undergraduate students: $400 per month/$1200 per term (prorated for number of days worked during the month).

This internship is being funded through a unique partnership between the Institute for Sustainable Solutions and the Halprin Land Conservancy to support student career development in sustainability. This position requires current enrollment as a PSU student (you must be registered and enrolled through summer term, 2016).

**Application:**
To confirm that you are formally admitted and enrolled, please email your full name and student ID to vancem@pdx.edu. Please specify the name of the internship in the subject line. Once your status is confirmed, you will receive the full application instructions. You may call 503-725-4972 or email vancem@pdx.edu with any questions.

**Application Deadline:** Open until filled. For best consideration, please submit your application by Monday, November 23, 2015.

**Learning Outcomes**
This student will work alongside high-level professionals from across Portland’s public, private, and non-profit sectors. They will gain practical skills in non-profit administration, board management, development, and capital campaign administration in a unique public-private financing model, including a voluntary local improvement district (LID). They will learn about the nationally recognized Portland Open Space Sequence. They will enjoy professional work environment and a flexible work schedule.