Governance, Development and Communications Intern

Lloyd EcoDistrict ([http://ecolloyd.org/](http://ecolloyd.org/)) is a visionary non-profit organization which seeks to make the Lloyd District the most sustainable living and working district in North America. We do this by achieving efficiency, and effectiveness through scale, working together on energy efficiency, transportation, water and waste management as a district rather than as an individual person, building or business. We believe that this scale is right: small enough to innovate quickly, big enough to have meaningful impact.

We are seeking an individual who has experience (school or work) in small nonprofit management, fundraising, and communications. The ideal candidate will also have a demonstrated passion for sustainability efforts. Our intern will provide support in the areas of helping us transition to a 501(c)3 charitable organization, assistance with board activities such as governance, bylaws, and recruitment; assistance in seeking grant and fund development opportunities and providing general operational and communications support around developing materials Specific tasks include:

1. Governance/ Board development

Intern will work with the Board Governance committee to support board recruitment, onboarding materials, bylaws and policy refinement. Intern will provide support to the Board of Directors by coordinating meeting logistics, taking minutes, and sending out Board materials.

2. Development

Intern will assist the Executive Committee and Executive Director in identifying fundraising opportunities for Lloyd EcoDistrict to pursue. Foundations, partnerships, corporate patrons will also be considered. Intern will initiate and develop a system for researching grant opportunities including finding source leads that are a good fit for our organization and our transitioning 501(c)3 status. Intern will develop a template and assemble typical documents that will be used to pursue said opportunities.

3. General communications support

Update and develop marketing materials for our existing programs suitable for print and web based platforms. Intern will co-create:

- Pamphlets, fliers
- Program descriptions
- Event signage, posters, web links
- PowerPoint presentations
- Provide support for other outreach activities: database, email listserv

   Newsletter development

- Design a newsletter template
- Develop and maintain a distribution list for newsletter
- Write articles, find content for newsletter

   Social Media & Web-based work

- Maintain updates to Lloyd EcoDistrict Facebook and Twitter accounts, and grow the number of followers to the accounts
- Update blog and website
Requires experience or skills in the following areas:

To be eligible for this internship, you must be registered and enrolled at Portland State University. Ability to work independently, self-directed and confident in a variety of settings (corporate, small business, government, and local community groups). This position may require some work during evenings and weekends. Experience with nonprofit organizations is a must. Strong inter-personal and cultural competence skills.

A demonstrable commitment to promoting and enhancing diversity.

Strong organizational and time-management skills.

Strong written and oral communication skills including the effective use of social media.

Experience with basic computer programs including but not limited to Microsoft Office Suite, Google applications/tools, or other virtual communication and outreach methods.

Time requirement:  
Approximately 12 hours per week (depending upon the project need and intern availability.)

Duration: This internship will begin as soon as possible.

Compensation:  
This position is being funded through the Institute for Sustainable Solutions to support student pathways to careers in sustainability. Compensation is: $1500 per term for graduate students and $1200 per term for undergraduate students. This position requires current enrollment as a PSU undergraduate or graduate student. To confirm that you are formally admitted and enrolled, please email your full name and student ID to vancem@pdx.edu. Please specify in the subject line: Lloyd EcoDistrict Communications/ Development/ Governance Internship. 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:  
Review of applications will begin immediately. Open until filled.