Organization missions:

The Coalition of Communities of Color (CCC) and OPAL are two members of a broad Collaborative of community-based organizations working together on a climate resiliency initiative for the Portland region funded by the Kresge Foundation. The members of this Collaborative have developed a three year climate resilience plan to directly influence the implementation of the City and County’s Climate Action Plan. These organizations are now beginning work to implement the strategic climate resilience initiatives identified in this plan. In addition, each organization is continuing its work to develop policies and projects aimed at providing multiplicative benefits – environmental, economic, and social – for communities of color and low-income communities.

Internship position descriptions:

CCC and OPAL are seeking three interns to help further the Collaborative’s work related to climate resiliency and climate justice issues.

One intern will provide administrative support to the overall Collaborative and will be responsible for coordinating and facilitating Kresge Collaborative meetings, including creating agendas, drafting minutes, documenting decision-points, and tracking progress/updates. The intern will also support strategic initiatives by providing background research and other assistance and by helping establish relationships between the Collaborative and other public and non-profit partners and coalitions.

Two additional interns will support research, policy development, community organizing, and advocacy for strategic initiatives identified in the Collaborative’s climate resiliency plan. This work could relate to climate action, transportation, community displacement, affordable housing, access to public and community resources, economic and environmental justice issues. Both of these interns will also engage with Kresge Collaborative partner organizations to share information and track progress. They will also liaison to other public and non-profit partners and coalitions.

Responsibilities may include:

- Engaging with community members and partner organizations to support the alignment of common goals and interests related to climate justice and resiliency
- Providing support for regular Kresge Collaborative meetings
- Researching national best practices related to climate resiliency and climate justice
- Interfacing with community leaders, academic researchers, local government staff, and Sovereign Tribes
- Developing specific local recommendations related to the Collaborative’s strategic initiatives
• Reviewing the Portland Climate Action Plan to develop an understanding of local climate issues and their connection the organization’s work
• Providing recommendations to improve and implement the Portland Climate Action Plan
• Attending and participating in Climate Action Collaborative networking events
• Regularly communicating with supervisor and the Intern Coordinator regarding progress and any issues that arise

Basic qualifications:
- Highly organized and able to effectively manage all assigned tasks
- Ability to work independently
- Excellent interpersonal skills
- Good oral and written communication skills
- Proficient with Microsoft Suite (Excel, Word, etc.)

Desired skills and experience:
- Some experience with community organizing
- Background or interest in community development and/or environmental sciences
- Passionate about climate related issues and climate justice
- Understanding of, and experience working with, diverse populations
- Experience engaging the public at community events
- Bilingual in English and Spanish
- Student has their own laptop they can work on (If not, a laptop will be provided)
- Experience with any of the following: environmental justice, policy research and analysis, literature review, quantitative and/or qualitative research, strategic communications or social media

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. Include the name of the internship you are applying for in the subject line. Once your status is confirmed, you will receive the full application instructions via email.

Application deadline: November 30th, 2015.

Duration and Time Commitment: winter and spring term (January – June 2016) 10-12 hours per week. Hours may vary depending on student or organization needs.

Compensation: Prorated for number of hours worked: graduate students: $500 per month/$1,500 per term; undergraduate students: $400 per month/$1200 per term.

This is a Climate Action Collaborative Internship through the city of Portland Bureau of Planning and Sustainability and the Institute for Sustainable Solutions. Funding for the Climate Action Interns is made possible by a generous donation from the PSU Bookstore to the Sustainability Internship Program to support student success.