Title: Baby Booster Initiative Project Management Internship

Organization: ROSE Community Development

ROSE Community Development connects our community to build good homes, healthy families and neighborhood opportunities. We are rooted in the belief that affordable housing gives people the opportunity to build better lives. Our work to revitalize our community has extended far beyond housing. We are improving economic conditions in our neighborhoods and giving people the tools and support they need to improve their lives.

ROSE’s work is rooted in the concept of asset-based community development. We believe that neighborhood revitalization must be community-led and engage the ideas, values and skills of residents.

The Initiative:
Baby Booster Initiative is a collective impact initiative designed to improve the health outcomes of very young children and their families in the neighborhoods bordering SE 82nd Avenue. Lents and nearby neighborhoods are targeted by the Multnomah County Health Department because of factors such as high infant mortality, low birth weight and high rate of teen births. The work is focused in the 97266 zip code because it is big enough to demonstrate a measurable impact but small enough for a hands-on, personal approach.

This project brings together public health, housing, child development, education and culturally-specific organizations with a commitment to align their resources toward the result of supporting pregnant women, young mothers and their families during the crucial developmental period. An explicit goal is to build relationships among families and to reduce the number of low births weights.

Internship location:
The internship involves travel between ROSE main office (5215 SE Duke Street, Portland, OR 97206), Baby Booster Office (4620 SE 122nd Avenue, Portland, OR 97236), and other housing developments including travel in the Portland area. Some evening and weekend work is required. The position will be supervised by the Baby Booster Project Manager.

Internship Description:
The intern will report to the Baby Booster Project Manager and assist in implementing logistics of a variety of multi-faceted tasks and activities. Work will focus on aiding the project manager in moving the Baby Booster Initiative forward. The Intern would work with ROSE’s Executive Director, Project Manager, Leadership Team and partners of the collaborative. There is opportunity for the intern to pursue areas of interest that may not be captured in this description. As the intern becomes knowledgeable about the collaborative they may recognize other possible tools or ideas that would aid collaborative development and progress.

Primary Responsibilities, Special Projects:
The Intern will work with guidance from the project manager and Advisory Committee and will play a significant role in the development and completion of the following tasks:

- Researching potential funding sources, supporting grant applications
- Assisting the Advisory Committee in developing a guiding principles document, Memorandum of Understanding, and other materials
- Work with a very diverse group of residents who have low incomes.
- Ability to work independently and as part of a team.
- Experience in canvassing.
- Ability to speak in public.
• Have enthusiasm for work in a community-based organization.
• Become familiar with Outer Southeast Portland neighborhoods, particularly within the 97266 zip code.

Additional responsibilities may include:

• Assisting the Project Manager in monthly meeting logistics
• Establishing a tracking tool for outcomes, in-kind and volunteer contributions and other organizational logistics
• Researching new projects and opportunities
• Updating website and other social media; creating newsletters, flyers and other media for outreach purposes
• Assisting in various projects as assigned such as coordinating a door-knocking campaign
• Develop a resource guide for families
• Ordering items for project as instructed

Learning Outcomes
As a result of working with ROSE CDC and specifically the Baby Booster Initiative, the intern will develop skills in collaborative governance, operations and rapport building, working with diverse group of volunteers, meeting coordination, note taking and organization, communication, problem solving, project development, research.

Skills Required

• You must be registered and enrolled at Portland State University (ideally for the duration of the internship)
• Have demonstrated experience with project management
• Interest in mission of ROSE Community Development and the Baby Booster Initiative
• Ability to learn quickly
• Have clear and articulate writing skills
• Have strong interpersonal and communication skills
• Be self-motivated; have an ability to work with minimum supervision; research available collaborative tools
• Be competent with Microsoft Office (Word, Excel, PowerPoint, and Publisher), Google Apps

Additional Preferred Qualifications:

Early Childhood Education, public health background and/or other related degree or experience

Time Requirement: Approximately 10 - 15 hours per week (depending upon the project need and intern availability)

Duration: Internship end date June 15, 2016

Compensation: $1500 per term for graduate students/$1200 per term for undergraduates. This internship is being funded by the Institute for Sustainable Solutions to support student career development in sustainability.

Application:
To confirm that you are formally admitted and enrolled at Portland State University, 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 no later than Monday, October 5, 2015.