

Internship Opportunity: – Affiliate Relations Intern

Community Foundation Sonoma County

250 D Street, Ste. 205

Santa Rosa, CA 95404

Contact: Joe Valentine, Affiliate Relations Officer – (707)579-4073, x 12

Scope of Internship:

- Work with Affiliate Relations Officer in most aspects of an on-going support role with both the Healdsburg Area Fund and Sonoma Valley Fund
- Review grant proposals
- Assist with major event activities, depending on which semester
- Help plan, prep and attend various meetings of the Affiliate Boards and committees, including one-on-one discussions with the board leaders

Basic Qualifications Required:

- At the Bachelor level – junior/senior; interest in learning about non-profits and philanthropy
- At the Graduate level – courses/experience in organizational development, leadership development; management and/or community planning a plus

Time:

Project Deadlines: Depends on Intern availability and semester end

Estimated Hours per Week: – 4 to 8 hours a week

Preferences on Work Schedule: Tuesday, Wednesday and/or Thursday

Preferred Duration: _____ One semester 2 semesters ___Summer
___X___ Other Flexible, but 2 semesters preferred

Other Useful Information:

Student interns will experience a range of engagements that will allow them to think, assess and write about “group behavior,” “how volunteers participate in community activity and accept responsibilities,” “how leadership plays out among concerned citizens addressing a community issue,” “identifying the numerous steps in organizing an event,” and similar community-based, social-interaction activities