

Internship Opportunity: Scholarship Research Analyst Intern

Community Foundation Sonoma County

250 D Street., Ste. 205

Santa Rosa, CA 95404

Contact: Dana Johnson, Grants Manager – (707)579-4073, x 18

Scope of Internship:

- Develop questionnaire to determine ease of use of Scholarship web page
- Identify focus/study group (most likely high school juniors needing community service hours) to use Scholarship pages/application and answer questionnaire
- Compile results of study; recommend suggested changes to Scholarship web page, application
- Research scholarship application procedures (other community foundations)
- Comparative analysis between others and ours – what works, what doesn't, recommended changes to streamline process
- Redesign scholarship application and procedure, if appropriate
- Work with Communications Officer to post on web site

Basic Qualifications Required:

- Computer literate
- Research/writing skills
- Ability to work/communicate with a focus group of young people

Time: Summer and Fall 2009 terms

Project Deadlines: Completed project, including new application and process, by November 23, 2009

Estimated Hours per Week – 4 hours, twice a week but flexible depending on interns schedule

Preferences on Work Schedule: Mornings

Preferred Duration: ___ One semester x 2 semesters ___ Summer

___ Other _____

Other Useful Information: Intern will be in contact with high school counselors to arrange focus group