

From: "Casey, Karen" <caseyk@MSU.EDU>
Subject: **Cool Cities Community Engagement Internship Opportunity-Grand Rapids**
Date: April 7, 2010 6:07:41 PM GMT-04:00
To: ADVISER@LIST.MSU.EDU
Reply-To: "Casey, Karen" <caseyk@MSU.EDU>

Hello:

Through Cool Cities/MSHDA, <http://coolcities.com/main.html>, the MSU Center for Service-Learning and Civic Engagement, <http://www.servicelearning.msu.edu/>, has received funding for an additional community engagement internship opportunity for this summer. Position is in Grand Rapids; description appears below. Please disseminate to students as you find appropriate. Interested students are asked to follow application directions provided in the posting. They are asked not to reply to the sender.

Thank you,
kmc

Internship Opportunity: Cool Cities: Administrative and Community Organizing-Neighborhood Association:
Grand Rapids-Dwelling Place

Description and Purpose of the Organization:

The mission of the Cool Cities Initiative is to revitalize Michigan's neighborhoods and communities by applying the new economy paradigm where creative place making and talent matter. The Dwelling Place, Heartside Neighborhood, Grand Rapids, improves the lives of people by creating quality affordable housing, providing essential support services and serving as a catalyst for neighborhood revitalization.

Responsibilities:

The Dwelling Place is looking for assistance with administrative/community organizing duties to grow community contacts with Heartside residential property management organizations to expand awareness of the Heartside Downtown Neighborhood Association. Assist in the development and implementation of one or more events to increase community participation and awareness of HDNA. Create and improve HDNA communications.

Essential duties and responsibilities: Providing administrative and technical support; monthly meeting reminders; update and improve existing email lists; researching new grant possibilities and writing and upgrading current/new grants; coordinating special projects and general outreach programs; serving on a committee; creating press releases and informational letters to the public; updating the website; and assist with fundraising and creation of flyers.

The aforementioned objectives will be benchmarked by the intern and site coordinator by meeting regularly to evaluate progress along with monthly reports created by the intern for the HDNA board.

Qualifications and Skills Needed:

Paid Summer Position. Candidates should have basic word processing skills (including Word and Excel), strong written/verbal skills and an interest in making positive community change in a diverse transitioning neighborhood. This position includes clerical and organization focused work to support both community groups, some volunteer management required. One-on-one communication skills and phone etiquette are essential. Ideal candidates will be self directed, focused and time efficient. Some online communications including Facebook will be required.

Application Information:

This internship provides a stipend of \$3,000 for summer work. Students must commit to 30 hours per week from approximately June 1 through August 6, 2010.

Applications will be received up through April 15, 2010. Application includes resume and cover letter. The cover letter is to include evidence of understanding of Cool Cities, <http://coolcities.com/main.html>, and the linkages of the applicant's education, skills and interests to the posted Cool Cities-Grand Rapids Dwelling

Place intern position. Incomplete applications will not be considered.

APPLICATION INSTRUCTIONS - Please send resume AND cover letter to Sarah Baker via email - to:
baker.sarahj@gmail.com

Phone calls will not be accepted.

MSU is an equal opportunity employer.