



First Federal Community Internships - Program Overview & Instructions

Nonprofit Applications due January 15, 2021 via Cat Connect

The intent of First Federal Community Internships is to help local nonprofits leverage the energy and talent of Linfield students to achieve *a strategic goal through the completion of a specific short-term project*. The primary objective for the intern is to gain practical experience and to be mentored in such a way they feel they have expanded their knowledge and experience. Selected projects will demonstrate the value of the proposed project to the organization, as well as place the student in a position of leadership or working in a team environment.

First Federal will fund up to five \$2,000 stipends for Linfield students to enable them to take on short-term internships with Yamhill County nonprofits during Summer 2021.

Qualifications

- Must be a nonprofit organization providing service in Yamhill County.

Timeline

- Deadline to submit internship project proposals on Cat Connect is January 15th, 2021.
- First Federal will determine which internships to fund and will notify applicants by February 1st, 2021.
- Linfield will promote the internships to students, and interested students will apply directly to the nonprofit organization. The organization will interview interested students and notify Kristi Mackay at Linfield by March 19th, 2021, of the student chosen for the internship.
- First Federal Community Interns will complete projects during Summer 2021.
- All internship proposals will remain posted on Cat Connect throughout the year. A notation will be added to those not funded by First Federal that funding may be available through other sources. Students will apply directly to the nonprofit for any projects that interest them.

Application Instructions

1. Post the position online through Cat Connect at <https://linfield-csm.symphlicity.com/employers>. Enter your email and password if you have an account. If you are not found in the system, click "Sign up and Post Job" and complete the information.
2. As you enter the project information, select **First Federal Internship** under the Position Type menu.
3. When completing the application, please include the following:
 - Project description with beginning and end dates.
 - Goals to be achieved and experience to be gained.
 - Why this project is important to your organization? How will it improve your organization and the service you provide?
 - Where the student will conduct the internship (i.e., your office, in the field, or remote).
 - How the student will be supervised and supported during the internship experience. (Please spend time considering and explaining this.)

Contact Kathie Byers, Community Impact Coordinator, First Federal, with any questions at 503-435-3214 or kbyers@firstfedweb.com. You may also contact Kristi Mackay, Assistant Director of Career Development, Linfield University, 503-883-2606 or kmackay@linfield.edu.