

First Federal Community Internships - Program Overview & Instructions

Non-profit Applications due October 19, 2018 on Cat Connect

The intent of First Federal Community Internships is to help local non-profits leverage the energy and talent of Linfield students to achieve *a strategic goal through the completion of a specific short-term project*. 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 funds up to five \$1,000 scholarships for Linfield students to enable them to take on short-term internships with Yamhill County non-profits during spring semester.

Possible projects include (but are not limited to) development of a new fundraising event; conducting a survey of clients to help with program evaluation; or creating a database to track volunteers. To learn more about the projects funded in the past, go to <http://digitalcommons.linfield.edu/federal/>. Linfield interns should not be used as administrative staff or to fill other gaps in staffing.

Qualifications and timelines:

- An organization must be a 501(c)(3) non-profit organization providing service in Yamhill County.
- Deadline for organizations to submit internship proposals on Cat Connect: October 19, 2018.
- First Federal will determine which internships to fund and notify applicants by October 24, 2018.
- Linfield will promote the internships to students, and interested students will apply directly to the non-profit organization. The organization will interview interested students and notify Kristi Mackay at Linfield by December 3, 2018, of the student chosen for the internship.
- First Federal Community Interns will complete projects during spring semester which begins February 4, 2019.
- All internship proposals will remain posted on Cat Connect during this time. 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 non-profit for any projects that interest them.

To apply for a First Federal Community Internship, post the position online through Cat Connect at www.linfield.edu/career/catconnect. Click "Post" and enter your email and password if you have an account. If you are not found in the system, click "Register" and "Post Local Position" and complete the information. As you enter the project information, select **First Federal Internship** under the Position Type menu. When completing the application, please include the following:

- Area of focus best describing your proposed internship project: 1) Program Development/ Evaluation; 2) Resource Development; or (3) Administrative Systems
- Project description
- Goals to be achieved through this internship
- Why this project is important to your organization
- Where the student will conduct the internship (i.e., your office, in the field, or from home)
- How the student will be supervised and supported during the internship experience

In addition to the online application, please upload a cover letter with a complete description of your proposed project by clicking 'Add Item' under the Attachment's header.

Questions? Contact Pam Watts, First Federal Community Relations Officer, 503-435-3214 or pwatts@firstfedweb.com, or Kristi Mackay, Assistant Director of Career Development, Linfield College, 503-883-2606 or kmackay@linfield.edu.