



First Federal Community Internships - Program Overview & Instructions

Now Accepting Applications through February 1st, 2024.

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 a way that expands their knowledge and experience. Selected projects will demonstrate the value of the proposed project to the organization and 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 term.

Qualifications

- Must be a nonprofit organization providing service in Yamhill County.
- Project will help the organization accomplish a specific goal;
- Duties will create an opportunity for the Linfield student to increase their knowledge and experience, which will better prepare them for the workforce;
- There will be sufficient supervision to ensure the Linfield student is mentored so that the project is completed and both parties (the student and the organization) may accomplish their goals.

Application Instructions

1. **Email your internship proposal to Clara Martinez, Assistant Director of Internships & Experiential Learning at cmartin3@linfield.edu.**
2. When completing the application, please include the following:
 - **Project description** with beginning and end dates.
 - **Goals** to be achieved and **job skills & 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.)

Timeline

- Deadline to submit internship project proposals is February 1st, 2024.
- First Federal will determine which internships to fund, and applicants will be notified by email by February 6th, 2024.
- Linfield will promote the internships to students who will apply directly to the nonprofit organization. The nonprofit will complete the interview and student selection process, then notify Clara Martinez at Linfield University by the end of March 2024.
- First Federal Community Interns will complete projects during summer 2024.

Contact Morgan Williams, Marketing and Community Impact Specialist, First Federal, with any questions at (503) 435- 3214 or mwilliams@firstfedweb.com or Clara Martinez, Assistant Director, Linfield University, (503) 883-2606 or cmartin3@linfield.edu.