



## Western Kentucky University ALIVE Center for Community Partnerships

### Spring 2012, Community Partnerships Internship.

**Job Description:** The Community Partnerships internship for the WKU ALIVE CCP builds and improve relationships between the ALIVE CCP and campus and community partners. This position is supervised by the Community Engagement Coordinator. Responsibilities include but are not limited to communicating with partners to learn about the needs and assets of our partners, coordinate workshops to bring together parties interested in joining forces towards a common goal, and documenting successful partnerships to feature in our publications. Partners include WKU departments, offices, students, faculty, and staff; as well as local non-profits, agencies, and community groups.

**Tasks, gained knowledge, and experience as an intern may include but not limited to:**

- Develop understanding of the non-profit organizations in our region, as well as community engagement on our campus
- Learn about successful partnership building and maintenance
- Learn about the intersection of higher education and the non-profit world through engagement
- Meet with community organizations and campus groups to learn about their goals and needs
- Assist with bringing together potential partners around a common issue, and be involved with Campus and Community Network workgroups
- Coordinate workshops and events
- Find opportunities for student engagement
- Prepare written pieces for publications
- Provide support to staff as needed
- Update database of resources and opportunities
- Speaking and presentation opportunities as part of the Student Advisory Board

**Bi-Weekly Status Reports:**

At the beginning of the internship, the intern will discuss goals and objectives for the semester with the staff. Additionally, the intern will complete biweekly status reports and monthly reflections in order to ensure goals are met, document accomplishments, and share their thoughts on what they have learned and what they would like to learn.

**Desired Qualifications:**

- Good oral communications skills
- Excellent writing skills
- Ability to work with a team
- Positive attitude
- Relevant major, coursework, or experience
- Basic knowledge of Word, Excel, Publisher, and PowerPoint
- Experience with public service, community engagement, or volunteerism

**Benefits of Internship:**

Student will complete the internship with valuable skills in the areas of public relations, community development, non-profit management, and writing. This internship is a great opportunity to develop leadership and networking skills. Depending on the intern's goals and background, valuable experience could also be gained in the areas of student affairs, educational administration, social work, and public administration. Most importantly, interns will enhance their formal job-placement skills, such as teamwork, communication, time-management, initiative, reporting, and accountability.

THIS IS AN UNPAID INTERNSHIP.

**Time Allotted:**

12 to 15 hours a week (depending on intern's needs and availability). Internship lasts one semester.

**Application:**

Those interested in the internship are asked to email a resume and cover letter to Nadia DeLeon, Community Engagement Coordinator, at [nadia.deleon@wku.edu](mailto:nadia.deleon@wku.edu) before November 1st, 2011. Students may take part in an interview process if multiple qualified applicants apply.

Website: [www.wku.edu/alive](http://www.wku.edu/alive)