

Community Leadership Intern Program 2010 Site List

Achieve!Minneapolis
Amerst H. Wilder Foundation
ARC Greater Twin Cities
Ascension Place
CommonBond
Early Childhood Resource & Training Center
Edina Resource Center and Family Services Collaborative
Give Us Wings
Hands on Twin Cities
Jabbok Family Services
Junior Achievement
La Conexion.
National Youth Leadership Council
NE Mpls Chamber of Commerce
Saint Paul Area Council of Churches
St. Anne's Place
St. Paul Foundation/ Give MN project
St. Paul Foundation/Facing Race anti-racism initiative
YMCA: East St. Paul
TCF Foundation

Sites by alphabetical order and areas of interest

Although the majors are listed with each organization, any major can be considered for a position based on previous experience. You will interview with three organizations. Based on interviews and fit you will be matched with an organization.

Applications received by October 30, 2009 are given first consideration.

Visit www.uymn.org for an application

Organization	1st Major	2nd Major	3rd Major
AchieveMpls			
Arc Greater Twin Cities	Sociology	Psychology	Social/ Human Sciences
Ascension Place	Any Major	Any Major	Any Major
CommonBond Communities	Education	Social Work	Non-profit Management
Early Childhood Resource and Training Center	Early Childhood Education	Any Major	Any Major
Edina Resource Center & Community Volunteer Program	Any Major	Any Major	Any Major
Give Us Wings	Marketing	Communication	Liberal Arts
HandsOn Twin Cities	Marketing	Communication	Sales
Jabbok Family Services	Education	Social Service	Public Policy
Junior Achievement of the Upper Midwest	Communications/ Marketing	Business	Education
La Conexcion	Information Technology	Communications/ Public Relations/ Marketing	Spanish/ Latin American Studies
National Youth Leadership Council	Education	Youth Studies/ Human Development	Public/ Non-Profit Management
Northeast Minneapolis Chamber of Commerce	Communications/ Journalism	Event Planning/ Marketing	English
St. Anne's Place	Psychology	Social Work	Any Human Service Major
St. Paul Area Council of Churches	Sociology	Communications	Youth Development
The Saint Paul Foundation	Business	Cultural Studies	Psychology
The Saint Paul Foundation	Marketing	Communications	Any Major
TCF Bank Foundation	Communications	Public/ Community Relations	Marketing
YMCA East of Greater St. Paul	Education	Youth Development	Political Science/ Public Policy
YMCA East of Greater St. Paul	Youth Studies	Education or Social Work	Physical and Recreational Education
Wilder Foundation	Spanish	Latin American Studies	Any Major

Site: **Achieve Minneapolis**
of internships: 1
Website: <http://www.achievempls.org/>

Location: South High School Career & College Center, 3131 19th Ave. S., Minneapolis, MN 55407, Room 246, 612-668-4363 – accessible by bus

Title of Project: **Achieve Career and College Center Intern**
Description: The intern will work with Career and College Center Coordinator to assist high school students in planning for what they'll do after college. The intern will assist with operation of the Career and College Center and will provide assistance to students in researching college and career options; completing college, financial aid and/or work applications; coordinating the Career Fair; and assisting with other center activities.

Objective: To assist students attending Minneapolis public and alternative high schools gain the skills, knowledge and experience they need to plan for and achieve their postsecondary education and career goals.

Notes: Intern should: be able to communicate with high school youth from diverse backgrounds, willing to be supportive rather than directive during the student planning process, willing to make a commitment and demonstrate follow-through, willing to take direction from center staff, and support the goals and objectives of the Career and College Centers and AchieveMpls.

Site: **Arc Greater Twin Cities**
of internships: 1
Website: <http://www.arcgreatertwincities.org/>

Location: Arc Greater Twin Cities: 2446 University Ave W, Ste 110 St. Paul, MN 55114. Intern will work out of the Arc Greater Twin Cities Office and can get here either by car or by bus line # 16 and # 50.

Title of Project:
Description: Intern will have the opportunity to assist all aspects of the agency from volunteer management duties, to program duties, to communications, to fundraising. Assist with Arc's Arcademy Gala to be held on February 27th, . Assist with Arc's program evaluation and demographic compilation, . Assist with Arc's Adelante program for Latino families by assisting with child care and recreation related duties, and assist Arc in utilizing a DVD

related to the use of the R-word including developing a short curriculum and/or discussion questions related to this video.

Objective: The goal of this internship is to assist Arc in creating sustainable programs and processes that can be volunteer driven instead of staff driven, by helping us create systems in which staff will be able to support programming without getting bogged down in administrative detail. This also includes assisting staff in community building efforts, with program and plan development, implementation of programming, and evaluation of programming.

Notes: Intern will need to have flexibility in schedule, an outgoing personality, a willingness to try new things, and a passion for making the lives of those with an intellectual or developmental disability and their families better..

Site: Ascension Place
of internships: 1
Website: www.ascensionplace.org

Location: 1803 Bryant Avenue North, Minneapolis, MN 55411. Accessible by public transportation (take the 22 from downtown Minneapolis to 18th and Lyndale—walk two blocks West).

Title of Project: **Community Builder**
Description: The intern will work primarily with Ascension Place's Activities/Enrichment Coordinator to help plan and facilitate projects and activities to engage residents and provide growth opportunities. Depending on interest and qualifications of the intern and needs of the residents and provide growth opportunities. Some examples of tasks are helping residents coordinate Friday evening fun activities, coordinating activities and groups to encourage healthy eating and regular exercise, and developing resources and coordinating activities and groups to encourage learning, educational attainment, volunteering and job-skill development.

Objective: Provide women in crisis or transition with a stable environment and the opportunity to explore options for their future.

Notes: Helpful if intern is self-motivated, creative, has a sense of curiosity and has the ability and desire to take initiative. The ideal intern will be committed to helping others and will have a desire to learn and grow through their experiences.

Site: CommonBond Communities
of internships: 2
Website: www.commonbond.org

Location: -1 intern at Crown Ridge Apartments: located at 11367 Fairfield Road in Minnetonka, MN. The phone # is 952-545-6664. The student will need a car to reach the Center.
-1 intern at Westminster Place: Westminster Advantage Center is located at 1374 Westminster St. St. Paul, MN 55130. The phone is 651-778-9099. Westminster is located on the East Side of St. Paul just off of Hwy 35E and Maryland Ave. There is a public transportation bus #71 that stops right in front of the property.

Title of Project:
Description: Interns will work in Advantage Centers at 2 of CommonBond's family housing communities. Advantage Centers are on-site centers that help youth residents succeed in school, assist adult residents with job search and provide access to computers.

Objective: Intern will assist in several capacities within the Advantage Center of CommonBond. Some of these capacities include leading enrichment activities for youth, assist in planning and implementing youth activities, and help residents while staffing open computer hours.

Notes: Important competencies for interns include being down to earth and fun, ability to set limits with youth, and a willingness to take initiative.

Site: Early Childhood Resource and Training Center
of internships: 1
Website: <http://www.ecrc1.org/>

Location: 4048 28th Avenue South, Minneapolis, MN 55406. Public transportation available.

Title of Project:
Description: Assist the Executive Director and staff in planning and development of the 5th Annual Healing Vessels Forum scheduled for June 2-3, 2010 to be held at the Wilder Center. There may also be other projects the intern may work on such as the agency

newsletter or data tracking, all work involving the use of a computer.

Objective: To expose the intern to a variety of issues, services and professionals in the early childhood education field affecting communities of color.

Notes: Intern will be required to know how to utilize the internet for research and information and data organization. Previous event planning experience is a plus, but not required.

Site: **Edina Resource Center & Community Volunteer Program**

of internships: 1

Website: <http://www.edinaresourcecenter.com/>

Location: Edina Community Center, 5701 Normandale Road. There are x-press busses to Edina Community Center from downtown.

Title of Project:

Description: The intern will help us create a system that allows us to track the recruitment of volunteers, gather their information and place them in a broader way. Join us in our outreach efforts with the volunteers, the schools and the larger community in educating them about the opportunities and helping to create them.

Objective: We want to create a greater sense of community – ultimately. Edina’s population has grown more diverse in the past 10 years particularly. More ethnic and income diversity and because of open enrollment – we have many families coming to our community from other parts of Hennepin County. We want our seasoned residents to volunteer at “home” so to speak. So we want to work with our school and city to identify meaningful opportunities for volunteers and have an appropriate system built to market and match the volunteer and the volunteer opportunity.

Notes: Intern should be familiar with databases, Microsoft word and be interested in organizing community volunteer efforts. Critical thinking and problem solving skills as well as an ability to work with a team are desired.

Site: **Give Us Wings**

of internships: 1

Website: www.giveuswings.org

Location: St. Paul headquarters: 450 N. Syndicate St., Suite 290, St. Paul, MN 55104. Our office, located right off of University Ave., is accessible by public transportation.

Title of Project: **Marketing Internship for Give Us Wings' annual Silent Auction**

Description: Give Us Wings' Silent Auction (April 17, 2010) is the largest annual fund-raiser for our organization. The project would seek to develop a multi-faceted marketing strategy for the event including (among other things): increasing the identification of and outreach to potential corporate sponsors, creating a new solicitation letter for donations, marketing the event and tickets not just to our base of supporters but to a larger audience outside of that base, putting the program for the event together, and soliciting larger items for a live auction that is held at the end of the evening.

Objective: The primary objective of the project is to create an overall marketing plan for our Silent Auction that will help the organization reach its goal of increasing overall revenue from the event to \$200,000 (up from roughly \$140,000 raised at 2009 Silent Auction) and expand support and awareness of Give Us Wings in the community.

Notes: The intern will work closely with the over-all event committee as well as volunteers and members of the staff. The intern should have a basic comfort with using computer software. While we have silent auction software that the intern will use, we don't expect them to know how to use the software coming into the internship.

Site: **HandsOn Twin Cities**

of internships: 1

Website: www.handsontwincities.org

Location: HandsOn Twin Cities, 2021 East Hennepin Avenue, Suite 420, Minneapolis, Mn 55413 which is accessible by public transportation.

Title of Project: **Special Product Development**

Description: HandsOn Twin Cities Day will be taking place in late June, so preparation for that event will be the focus. Marketing and fund development work will be the focus for the internship. Success is in reaching the general Twin Cities population with marketing messages on these special projects. Attaining public service announcements, developing timelines for the event, having people

attend the events are all metrics we will use to measure success.

Objective: Marketing and development for both special projects: HandsOn Twin Cities Day and the Volunteer Expo at the Mall of America.

Notes: If there is interest by the intern, we will invite that individual to participate in other “managed” projects that will be on-going in the summer months.

Site: **Jabbok Family Services**
of internships: 1-2
Website: <http://www.jabbokfamilyservices.org/>

Location: Center of Our Lives (COOL) Youth Center, which is located in South Minneapolis. We rent space from Calvary Church and we are close to bus routes and have had volunteers bus from the University in the past. There is plenty of parking available if the student would like to drive. Address: 2608 Blaisdell Ave S. Minneapolis, MN 55408

Title of Project: **COOL Youth Staff Intern**
Description: The intern will work with the COOL Youth Staff by designing and implementing programming, with a strong focus on the PeaceJam Curriculum. This curriculum is composed of three parts; education, inspiration, and action. The education curriculum is standards-based and designed to stimulate youth’s critical thinking skills, strengthen their research skills, increase their conflict resolution and leadership skills, and promote reflection and action. To inspire students, the curriculum is based on the lives and work of Nobel Peace Laureates through age appropriate activities and content. The intern will be responsible for planning and implementing program based on the guidelines of the PeaceJam curriculum and will closely with our program director on what that will look like in the spring semester.

Objective: Strengthen the COOL Youth Center’s program through high-quality programming that will empower, enrich and educate youth. Help to create a program model that could be used by the COOL Youth Center in years to come.

Notes: Qualifications include: Must pass a background check, experience working with kids, ability to plan projects centered around youth development and learning, good written and verbal skills, ability to work well with people, and respect for diversity. Also, we need a time commitment from the intern that would include attendance

during all program hours (Monday, Tuesday, and Thursday from 4:30-8:00). If the intern and our program director think it is necessary, we would like the intern to participate in planning and strategy sessions as well.

Site: **Junior Achievement of the Upper Midwest**

of internships: 1

Website: <http://www.jaum.org/>

Location: 1800 White Bear Ave. N. in Maplewood, MN. It will be a requirement of the position that the intern have their own transportation to/from our offices as the majority of the work for this position will be performed from our offices between 8 a.m. and 5 p.m. (Monday through Friday).

Title of Project:

Description:

The primary responsibilities of our intern will be in JA's Capstone Programs. These educational programs feature classroom curriculum followed by a simulation experience which allows students to put all their learning to the test in a real world environment. Responsibilities will include: Assisting with daily simulation activities in the experiential learning lab – leading students, teachers and volunteers for a successful day Marketing/Sales – developing marketing strategies to recruit new schools and new volunteers for program participation. Project duties – Preparing innovative and functional communications and materials for participants. Program Execution and follow-up – Assisting with surveys, data entry, program verification and other key administrative functions that ensure successful program delivery.

Objective: The intern will work with the JAUM education team to ensure nearly 900,000 hours of mentoring are provided to K-12 students.

Notes: Intern must have proven ability to organize and prioritize multiple tasks, professional interpersonal communication skills, and accuracy/detail orientation. The intern should work well with diverse constituents.

Site: **La Conexcion**

of internships: 1-2

Website: <http://www.laconexionlatina.com>

Location: Hans Christian Andersen School: 1100 Andersen Lane
Minneapolis, MN 55407. I believe it is very possible to arrive by public transportation.

Title of Project:

Description: La Conexión provides interns the opportunity to connect to a community, develop skills, expand their network, and perform meaningful work. La Conexión strives to provide enriching experiences which foster personal and professional development.

Objective: *Communications and Community Relations Internship Objective:* Support critical processes that affect our organization in grant writing and development, human resources, and public relations. *Kitchen Connection Internship Objective:* Facilitate language and culture learning, and build community among participants. *Educational Programming Internship Objective:* Assist us in providing participants with educational opportunities. *Employment Internship Objective:* Assist people obtain and develop resources to secure employment

Notes: Desired competencies: experience with the Spanish language, MS Office Suite, organizational and communication skills, interest in Latino cultures and nonprofit organizations

Site: **National Youth Leadership Council**

of internships: 1

Website: <http://www.nylc.org/>

Location: 1667 Snelling Ave. North Suite D300

Title of Project:

Description: The intern will work closely with the Youth Initiatives Manager on youth outreach projects, service-learning trainings, training development centered on the achievement gap and project planning for our National Youth Leadership Training program. The intern will complete work aimed at increasing the capacity of Youth Initiatives Department, number of youth reached, supporting the success of developing and implementing the multi-year plan and offering support in developing and facilitating trainings.

Objective: Youth Outreach, Training Support (Development and Facilitating), National Youth Leadership Training Project Planning, and Youth Initiatives Department Capacity Building

Notes: The intern will be most productive if s/he has an interest in service-learning, working with youth, and a passion in developing a sustainable program.

Site: **Northeast Minneapolis Chamber of Commerce**
of internships: 1
Website: http://www.minneapolischamber.org/chamber_ne.php

Location: 2329 Central Avenue NE, Mpls, MN 55418. Accessible by public transportation.

Title of Project: **Community and Member Relations**
Description: External communication to both Chamber members and our community partners through electronic newsletters, press releases, broadcast emails and direct mail. Additional assistance is needed with special event planning, coordination, communication and execution.

Objective: Allow the Executive Director to communicate more frequently and effectively with members and community partners with the assistance of the intern. These communications will also be track as measurements for a variety of work plan objectives and the successful coordination of a variety of business and community events.

Notes: Knowledge of Outlook, Microsoft Office (specifically Word) and Xcel are necessary. There will be a specific schedule of communication and promotional deadlines that must be met successfully. There will also be publication preparation and distribution tasks (electronic and direct) which must be done in a timely manner. There is a great opportunity for an intern to “own” a variety of projects and see them through-beginning to end. There will be creative problem solving, interaction with a large variety of people and a great variety of tasks.

Site: **St. Anne’s Place**
of internships: 1
Website: <http://www.ascensionplace.org/stannes.html>

Location: 2634 Russell Ave N Mpls, MN 55411; St. Anne's Place is on the bus line and is easily accessible from the University Campus.

Title of Project: **Shelter Advocate Intern**

Description: The purpose of this internship is to assist staff with providing direct service to the residents of St. Anne's Place and to help manage the daily activity of the St. Anne's Place program

Objective: The shelter intern will learn about homelessness by providing direct service to homeless families. The shelter intern will have a non judgmental approach in their work with the families of the program. The shelter intern will learn about how to provide community recourses and assist in the daily operation of the shelter.

Notes: It is important for the intern to maintain an open mind and be able to process his/her experiences. Training will be provided and an on-site supervisor will be available to teach and assist.

Site: **Saint Paul Area Council of Churches**

of internships: 1

Website: <http://www.spacc.org/>

Location: 1671 Summit Ave, St. Paul, MN 55105 (by Macalester College). There is a bus stop 2 blocks away. We often have meetings off-site. However, so at times it may be helpful, but not necessary, for interns to have their own transportation. (Depending on location, public transportation is often on option, or alternative arrangements can be made).

Title of Project:

Description: Interns help advance youth-led interfaith service-learning in the Twin Cities and assist in carrying out specific projects, including assisting with planning the annual Interfaith Youth Day of Service (February 15, 2010). Past intern projects have included and could involve facilitating focus groups and interviews (program evaluation), planning and organizing events, congregational/youth organizing, fundraising, communications (such as developing a blog or media outreach), or other projects designed around intern interests, skills, and talents.

Objective: Our goal is to develop young leaders who are agents for change in their faith and civic communities. Interns help advance youth-led interfaith service-learning in congregations and the community and

assist in carrying out specific projects each term, according to intern interests, skills, and talents.

Notes: Interns should commit to being an active learner, acting in a professional manner, and following through on assigned tasks. Interns are expected to attend program staff meetings and IYLC events and activities and complete project tasks in a timely manner.

Site: **The St. Paul Foundation/ Minnesota Community Foundation**

of internships: 1

Website: www.saintpaulfoundation.org

Location: 55 Fifth Street East in downtown Saint Paul. This location is public-transit accessible. The intern may be expected to attend some off-site meetings, which may or may not be accessible by public transit.

Title of Project: **Facing Race intern**

Description: The intern will support the Facing Race anti-racism initiative. Facing Race is a multi-year initiative designed to address racism at the individual and institutional levels. The initiative promotes conversation about the issue, addresses institutional racism and recognizes community members working to undo racism.

Objective: Assist in the promotion of New Conversations dialogues: Make phone and in-person contact with organizations to promote *New Conversations* dialogues. Possibly facilitate *New Conversations* dialogues. Assist in written and electronic communications of the Facing Race Initiative: Write articles that can be used in future editions of the e-newsletter or on the Web site, Update sections of the Web site, Grow Facing Race's social media strategy, Write materials to be used in the Facing Race Ambassador Award ceremony. Conduct research: Conduct background research for new projects the Foundation is undertaking and Conduct background research for the Foundation's own internal diversity work.

Notes: Intern requirements include; Familiarity with the topics of race and racism, Comfort in talking racism, Passion for undoing racism, Basic computers skills (Microsoft Office suite), Ability to receive work direction and complete assignments

Site: The St. Paul Foundation/ Minnesota Community Foundation
of internships: 1
Website: www.saintpaulfoundation.org
Location: The intern will work in our Foundation offices in downtown Saint Paul: 55 Fifth Street East, Suite 600, St. Paul MN 55101. This office is easily accessible by public transportation.

Title of Project:

Description: GiveMN and IdeaMN are major, statewide initiatives supported by scores of Minnesota foundations, corporations and nonprofit organizations. **GiveMN**, which will launch in November 2009, is an on-line giving portal serving Minnesota donors. We are building it in partnership with Razoo.com, the best giving platform in existence. Our goal is to be the most dynamic giving marketplace in the country. On GiveMN, the intern would work with sponsors to develop and execute promotions to increase charitable giving, advance the GiveMN social media strategy, and contribute to the development of compelling web content to inform donors about high-impact giving opportunities. **IdeaMN**, which will launch in February 2010, is a state-wide idea platform. Organizations throughout the state will be able to pose questions on critical issues. Citizens will be able to submit ideas, vote and comment on ideas, etc. The platform will host small competitions sponsored by local organizations as well as large-scale statewide idea challenges. On IdeaMN, the intern would help to shape and execute large and small idea challenges.

Objective: We see these two ventures as both fun and transformative and hope the intern would be energized by them and proud to have helped make them successful. On our side, we could benefit greatly from the college-student perspective on how to shape our giving promotions and idea challenges to be appealing to the college crowd. We hope the intern will have significant influence over our communications strategies, particularly around social media.

Notes: The ideal candidate will be a great writer with enthusiasm for using social media. Web content management experience would be a huge plus. The project will really be an amalgamation of many, smaller projects. We would commit to spelling out each sub-project in detail with clear expectations. Overall, the intern will need to work well collaboratively with our team and complete work in a timely manner and with care and attention to communications detail (and hopefully with lots of enthusiasm!)

Site: TCF Bank Foundation

of internships: 1

Website:

http://www.tcfexpress.com/About/about_community_relations_mn.jsp

Location: 200 East Lake Street, Wayzata Minnesota, on the shores of Lake Minnetonka. The student intern would be working in the city of Wayzata, 20 minutes West of downtown Minneapolis, and would need transportation to and from our offices. We do offer free parking and are 3 blocks from a MTC Bus Stop (Wayzata Blvd. & Barry Ave. routes 672, 674, 675).

Title of Project:

Description: The student intern would be working on the daily tasks of the Foundation. Projects could include the preparation of an annual giving report of all our regional offices; preparation of materials for the annual financial audit of the Foundation; preparation of materials for our quarterly Foundation Board and Committee meetings; creating communications to employee's, assisting with matching gift program, etc.

Objective: To expose the student intern to the inner-workings of a Corporate Foundation, and understand all the necessary tasks, communications and programs done within a for-profit environment, to better the communities in which the Corporation serves.

Notes: A good understanding of Microsoft Office products, internet and email is a must. Would prefer a student who is comfortable with numbers, budgets and spreadsheets.

Site: YMCA East of Greater St. Paul

of internships: 1

Website: www.ymcatwincities.org

Location: The intern will be located at the East YMCA and the Midway YMCA. The East YMCA is located at 875 Arcade St., St. Paul, MN. The Midway YMCA is located at 1761 University Ave. W., St. Paul, MN. Both of these locations are accessible by public transportation.

Title of Project: Youth In Government Advisor Intern

Description: The Youth In Government Advisor will work with both components of the Youth In Government Program- Model Assembly and Model United Nations. The main work with Model Assembly will be to provide support and guidance for youth from the East and Midway YMCA delegations during the conference. Since the MA Conference will take place in late January, youth will progress through most of the program with the YMCA Youth Development Director. Therefore, the intern would assist the Youth Development Director with any additional follow up steps after the conference is over including the celebration event. The YMCA's Model United Nations program runs from January through April. Model UN is a statewide YMCA program involving approximately 800 youth from across Minnesota. Each participant represents a country and must research and learn about this country before representing their country at a 3 day Model UN Conference that is attended by all of the participants from across the state. Work that must be completed to adequately prepare our delegation includes: recruiting youth to be involved and registering them, educating youth about the country they represent and providing them with insight on their country's viewpoints on certain issues, counseling youth on the best courses of action to take during the actual conference and preparing a celebration ceremony after the conference has concluded.

Objective: There are two primary goals of the intern position. The first goal is to involve enough youth to meet the full capacity of the program. The second goal is ensure that each youth participant benefits from a successful and enriching experience.

Notes: He/she will have regular contact with his/her supervisor, but will also be expected to work independently. The intern's schedule will be flexible with two notable exceptions. The intern will be expected to be at the weekly meetings for both of our Model UN sites, and will be expected to be present for the entire duration of the Model Assembly (4 days) and Model UN (3 days) Conferences. Because the conference commitment is significant, the intern's average hours on other weeks would be slightly less than the 10-15 hours recommended for a weekly average.

Site: YMCA East of Greater St. Paul
of internships: 1

Website: www.ymcatwincities.org

Location: The Youth and Family Intern will office at the East YMCA of Greater Saint Paul located at 875 Arcade Street in St. Paul. Additional events and outreach efforts of the Urban Youth Development Department will also take place at the Skyway YMCA, located at 194 6th St. E in Saint Paul, and at the Midway YMCA, located at 1761 University Ave in Saint Paul. All locations are accessible by public transportation. However, it is preferred that the intern has access to a personal vehicle.

Title of Project: **Community Leadership Intern**
Description: The Community Leadership Intern will intentionally engage Youth and Families through dynamic programming at Urban St. Paul YMCAs. Primary responsibilities will include facilitate an after-school academic and youth fitness program, supervise and engage YMCA volunteers, provide support to the Teen Center Youth program and create connections through special events. The intern will also create new and utilize current YMCA curriculum to successfully facilitate youth and family programs.

Objective: Increase youth involvement in programs and assist in the launching of new family programs. Overall goal is to help provide a positive community environment that engages youth and families in the three urban branches.

Notes: Programs and events will primarily take place on the weekends and in the evenings. The student will be able to flex their schedule accordingly based on the events planned for the week. Most of the work will be independent with support from the supervisor and the Urban Youth Team.

Site: **Amherst H. Wilder Foundation**
of internships: 1
Website: www.wilder.org

Location: 451 Lexington Parkway North, St. Paul, MN 55104. We are located near the corner of Lexington and University the Metro Transit has a stop at the corner.

Title of Project: **Neighborhood Leadership Programs (NLP) Intern**
Description: Intern will support the six-month NLP sessions and graduation project as well as the implementing the spring Latino Leadership Program. The intern's work will include: organizing community meetings; preparing materials for community leadership trainings

and meetings; researching leadership training topics, aiding in training sessions; assist in recruitment for Latino Leadership Program; and supporting logistical coordination with participants. The intern will also have the opportunity to participate in neighborhood leadership training sessions, which are held on evenings and/or Saturdays.

Objective:

The overall goal is to support the implementation of community leadership training sessions that engage the community and meeting their learning needs. Specifically, this will involve: Assisting to develop and support NLP's final sessions and graduation celebration, and Assisting in the design of training sessions and supportive materials for the Latino Leadership Program to ensure that they are responsive and appropriate to the needs of the participants.

Notes:

The intern will need to reach out to community organizations and leaders in Saint Paul as well as utilize Internet research tools and computer programs such as Word, Excel, Publisher, and Power Point. It would be beneficial to have an intern who is interested in learning more about the rich Saint Paul community and neighborhood leadership. It would be helpful if the intern had that following competencies: involvement with grassroots community groups; community organizing skills; experience working with people from diverse ethnic and cultural backgrounds; and fluency in Spanish.