Community Organizing Internship

Oakland Planning & Development Corporation (OPDC) Mission Statement:

Oakland Planning and Development Corporation (OPDC) builds a better Oakland through job placement services, neighborhood preservation and investment programs, resident volunteer efforts, youth services, and community engagement. For more information, visit www.opdc.org.

Community Organizer Position Overview:

OPDC is looking for a graduate level intern to work on several community outreach and engagement projects. Some of these projects include assisting with community outreach, database mapping, program evaluation, and promoting the Oakland 2025 Community Plan recommendations.

Responsibilities:

- Be able to confidently talk about OPDC’s mission, brief history and programs in public settings.
- Learn recommendations of Oakland 2025 Community Plan.
- Use the Community Organizing tool of “one-on-ones” to establish relationships with various key stakeholders and community members.
- Coordinate volunteer projects that contribute to the maintenance and improvement of public spaces.
- Think creatively about ways to meet the needs of a diverse and vibrant Oakland population.
- Provide capacity assistance to the Coalition of Oakland Residents (COR). This includes attending monthly meetings, providing follow up on agenda items, and helping with research.
- Help coordinate and supervise court mandated volunteers.
- Contribute to the leadership of the Oakland Green Team.

Initiatives:

- Connect community members to needed support services and resources.
- Increase awareness and attendance of Oakland community group meetings through one-on-ones and other best practice community organizing models to build relationships.
- Do resident outreach in Central Oakland.
- General community outreach; includes creating and distributing fliers for community meetings/events, make phone calls to remind people of community meetings, etc.
- Administration support; includes taking meeting minutes, general communication with Oakland groups, entering information into OPDC’s database, creating surveys to evaluate programs and other community initiatives, correlate survey results, etc.
- Event planning, research, and writing as needed.
Position Requirements:

- **Education**: Graduate student in Social Work preferred.
- **Knowledge and Experience**: Excellent communication, organizational and assessment skills. Proficient computer skills and knowledge of Microsoft Office software such as Word, Excel, and database applications. Ability to multitask and work with minimal supervision. Strong interest in Community Development, as well as a basic understanding of Community Organizing theory. Commitment to social justice. Able to work with diverse populations, and ability to speak comfortably with people you may not know.

**Duration:**

Two options are available for this unpaid graduate-level internship:

- 2017 Summer term from May to August.
- 2017-2018 school year, September to April.

**How to apply:**

To apply, please email a cover letter and resume to wwilson@opdc.org with “Community Organizer” in the subject line. Applications will be accepted until the position is filled.