The Corner – West Oakland Organizing Internship

The Corner’s Goals:

- Empower community members to lead programs and community events.
- Build capacity of community members and neighborhood as a whole.
- Connect community members to one another.
- Link community members to resources within and outside of the neighborhood.

The Corner Organizing Position Overview:

The Corner 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 neighborhood meetings.

Internship Activities:

- Be able to confidently talk about The Corner’s mission, and programs in public settings.
- Develop and distribute flyers and notices for community events and initiatives via social media and other communication mediums.
- Assist in facilitating West Oakland Neighborhood Council meetings and other community-centered Corner programs.
- 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 West Oakland population.
- Attend at least one community meeting a month.

Initiatives:

- Connect community members to needed support services and resources.
- Increase awareness and attendance of West Oakland community group meetings.
- 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 residents, entering information into The Corner’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. Willing to work within a faith-based organization.
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 info@cornerpgh.org with “The Corner Internship” in the subject line. Applications will be accepted until the position is filled.