

## NeighborWorks® America Washington, DC

**1** Please describe your organization briefly, including mission statement, activities, size, etc.

National nonprofit seeks talented individual for fast-paced exciting opportunity. Join our mission to reverse decline in America's neighborhoods, strengthen communities, build sustainable partnerships and increase the supply of safe, affordable housing.

NeighborWorks® America, local NeighborWorks organizations and Neighborhood Housing Services of America make up the NeighborWorks system, which has successfully built healthy communities since 1978. NeighborWorks® America has eight district offices across the United States. Together, with national and local partners, NeighborWorks creates new opportunities for residents while improving communities. A national nonprofit organization created by Congress to provide financial support, technical assistance, and training for community-based revitalization efforts. We are currently partners with a national network of more than 240 community-based organizations in 50 states creating healthy communities through the work of thousands of residents, business people, government officials and other partners.

### **Mission Statement**

NeighborWorks® America creates opportunities for people to live in affordable homes, improve their lives and strengthen their communities.

### **Vision Statement**

Through NeighborWorks® and its partnerships, America is a nation of vibrant communities all are proud to call home.

### **Values**

In a way we conduct business at NeighborWorks® America and relate to people both internally and externally, we will seek always to embrace the following values: Community, Effectiveness, Integrity and Results.

**2** Describe **in detail** the work or project an intern will do, **please be as specific as possible.**

The Internship Program will provide various mixtures of formal training, developmental on-the-job assignments, research assignments, workshops, and mentorship's that will develop the skills needed for professional success and growth. Examples of projects last year interns participated in are:

#### **Community Revitalization Index**

The intern identified and analyzed the data that was available in the CRI pilot cities to determine how comparable they are to one another and how useful they are in measuring revitalization. In addition, the intern became familiar with other programs that are currently underway to measure change in neighborhoods, such as data developed by Social Compact, and determine their usefulness to the development of the CRI.

#### **Revolving Loan Fund**

The intern conducted secondary data collection and analysis, input lending information into a database for analysis, and assist in the development of individual NWO reports.

#### **Community Relations/ PR**

Assisted PR & Community Relations MC in fulfilling strategies of district public relations plan as it relates to rebuilding efforts in the Gulf by: Helping to chronicle the impact NeighborWorks® America and the Southern District is having on the Gulf Region. This involved phone and face-to-face interviews with network members, partners and residents who have been impacted; writing news releases primarily on Gulf related topics (training events, human interest stories, partnerships, community building activities, etc.)

#### **Speakers Bureau**

The intern assisted in the development of foundational materials and operating plans for the growing NeighborWorks® Speakers Bureau. These included: fundamental research on issues and topics; basic speechwriting; development of internal and external marketing/descriptive materials; research on models and "competitor" speakers bureaus; and operational planning assistance for expanding the Bureau from its current 1-speaker status to 5 speakers being supported and deployed on a regular basis

#### **Community Development Research**

The intern researched and reported on:-The current state community development workforce recruitment, association and support – what fellows, interns, diversity, management recruiting, professional networks and emerging leaders programs exist at local, state and national levels, their effectiveness and how they compare with other sectors and industries (public or private).- Current or emerging "gaps" or needs that NeighborWorks® America might choose to fill in alignment with its newly defined strategic priorities for 2007-11.

#### **Community Organizing Symposium**

Interns participated in research, documentation and created a database for our Community Organizing Symposium scheduled for December 2006 in New Orleans. The intern had substantial interaction with other members of the Curriculum Team and the CB&O Initiative. The intern was also involved in all Symposium prep meeting occurring during the internship.

**3** Describe any particular skills, background, or qualities you are seeking in an intern

Through a variety of programs, our Internship Program is designed to help recruit and attract talented individuals to occupations within NeighborWorks® America. The program offers interns professional experiences and formal training opportunities that can be adapted to meet the Intern's educational and professional goals and interests. NeighborWorks® America's Intern Program provides an opportunity to earn money, and train with people who manage the day-to-day business of our organization. Here are some particular qualities we seek in an intern.

- ✓ Advanced undergraduate or graduate level student majoring in non-profit management, social work, housing and community development, or business/economics preferred.
- ✓ Proficiency in Microsoft Office Suite(Outlook, Word, Excel, PowerPoint) required
- ✓ Must be able to maintain regular and timely attendance
- ✓ Excellent written, verbal, and auditory communication skills
- ✓ Detail-oriented and ability to manage multiple tasks and stay on track with the project to completion
- ✓ Must be able to convey information and ideas clearly.
- ✓ Excellent analytical and research abilities.
- ✓ Must be able to analyze and evaluate concepts; understand data and basic financial functions.
- ✓ Must work well in stressful, high pressure situations.
- ✓ Sedentary work – exerting up to 10 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

**P**inceton  
**I**nternships in  
**C**ivic  
**S**ervice

**2007**  
**Summer**  
**Internship**  
**Description**

Stipend will be greater than \$4500.

- There are required dates for this internship. Internship must start on \_\_\_\_\_ and end on \_\_\_\_\_ or most include the period \_\_\_\_\_.
- XXXX** Start and end dates for the internship are flexible. **PREFER Start Date of June 2 or June 9**

**Prefer internship last 12 weeks.**

The expected working schedule for this internship:

Begin \_\_\_\_ a.m. End \_\_\_\_p.m.

Lunch break: Length\_\_\_\_\_ specific time\_\_\_\_\_