

## **Partners Internship Program Summer 2003 Paid Internships in the Nonprofit Sector**

*Sponsored by the Higher Education Consortium for Urban Affairs, 1-800-554-1089*

### **1000 Friends of Minnesota**

370 Selby Avenue Suite 300, St. Paul, MN 55108

Contact Person: Matthew Mega, Director of Planning, tel. 651-312-1000, fax 651-312-0012

Organization Description: 1000 Friends of Minnesota works to address the connection between development patterns and the health of communities and the environment. The organization uses education, research, coalition building, advocacy, policy development and community organizing to encourage sustainable development patterns that balance growth with environmentally, economically, and socially sound principles.

Internship Project: Complete a metropolitan corridor inventory along the Hiawatha light rail line in the Twin Cities. This project entails collecting data (Internet, interviews, digital photography) and analyzing spatial characteristics related to housing, retail, industry, and transportation to produce a highly visual case study of the area. The case study will be used as a baseline to track changes to the corridor over the next two decades.

Qualifications: Background in Urban Studies, Landscape Architecture, Geography or related field. Strong written and verbal communication skills; creativity and interest in photography desired but not mandatory. Knowledge of Excel and Word, familiarity with GIS helpful but not required. Driver's license and car necessary for field work.

### **APOLLO Resource Center of People Incorporated**

25 North Dale Street, St. Paul, MN 55102

Contact Person: Leah Lindeman, Psychosocial Rehabilitation Specialist, tel. 651-227-6321 ext. 38, fax 651-215-9857, email: [leahlindeman@eudormail.com](mailto:leahlindeman@eudormail.com)

Organization Description: APOLLO (A Place of Learning Life's Opportunities) is a resource center for adults with serious and persistent mental illnesses. Through a member-driven program, they provide activities and services, fight stigma through education, and work toward cultural competence that is respectful of the individual's experience.

Internship Project: Complete and implement an arts and crafts business plan, including an organization plan, product details, marketing strategies, and financial procedures. The final product will be a member-run arts and crafts business. This project will build upon APOLLO's existing art program and will involve identifying a member-leadership group, working collaboratively to develop and implement the business plan, and transitioning leadership to the member group.

Qualifications: Experience or interest in working with adults with mental illness. Education and/or experience with arts and crafts and business preferred. Strong written and verbal communication skills. Ability to prioritize work and problem-solve. Ability to work with diverse groups of people, familiarity with symptoms of mental illness preferred.

**Camp New Hope**

53035 Lake Avenue, McGregor, MN 55760

Contact Person: Lori Czarneski, Executive Director, tel. 218-426-3560, fax 218-426-3560,  
email: [cnewhope@lcp2.net](mailto:cnewhope@lcp2.net)

Organization Description: Camp New Hope provides educational, recreational, and leisure services to adults and children with developmental disabilities and their families through summer camps, resort services, weekend respites, and family vacations.

Internship Project: Re-design, implement and evaluate Camp New Hope's music program to include educational, recreational and leisure music activities adapted to participants' needs and abilities. The project will result in the creation of a music program manual for training staff and implementing future music programs.

Qualifications: Two years of college and musical experience or experience working with people with development disabilities required. Strong organizational and communication skills required. Background in music therapy, music education or therapeutic recreation desired but not mandatory.

**Community Violence Intervention Center (CVIC)**

211 South Fourth Street, Grand Forks, ND 58201

Contact Person: Kelly Boeddeker, Fundraising and Public Relations Specialist, tel. 701-746-0405,  
fax 701-746-5918, email: [kelcivic@yahoo.com](mailto:kelcivic@yahoo.com)

Organization Description: The CVIC supports adult and child victims of violence and promotes peace and safety by advocating the elimination of violence. Through multiple programs, the organization provides intervention and advocacy for victims, treatment for perpetrators of violence, and education to the public.

Internship Project: Plan and execute the CVIC's first-ever Run for Peace to raise awareness of violence-issues in the community and to raise funds for the CVIC's Light of Hope Shelter. The project will entail working with CVIC staff, volunteers, and community members to coordinate all aspects of the event. The final result will be a successful community event and a model (including materials) for future annual Run for Peace events.

Qualifications: Strong organizational and communication skills, positive attitude, interest in the mission of CVIC, creativity and ability to work well with others, and self-motivation required. Experience with event or project planning and/or public and media relations experienced preferred.

**Corcoran Neighborhood Organization (CNO)**

3451 Cedar Avenue South, Minneapolis, MN 55407

Contact Person: Amy Brock, Executive Director, tel. 612-724-7457, fax 612-721-7588,

email: [amyatcno@qwest.net](mailto:amyatcno@qwest.net)

Organization Description: The Corcoran Neighborhood is a citizen participation organization that works to improve the Neighborhood and to address the needs of its citizens. CNO administers multiple programs organized into the following categories: Youth & Family, Safety & Livability, Housing, Land Use & Transportation, and Midtown Market.

Internship Project: Spearhead the publicity arm of the Midtown Public Market during its first season of operation. The project entails developing a working spreadsheet of publicity contacts throughout the Twin Cities, promoting the market at neighborhood events, organizing the entertainment portion of the market, and coordinating weekly workshops related to food cultivation and consumption sustainability issues to be held at the market.

Qualifications: Interest or experience in event planning. Familiarity with Word and Excel. Clear and concise writing style as well as strong organizational and time management skills. Strong interpersonal skills and the ability to work independently and as part of a group. Interest in and knowledge of environmental and public market issues.

**Dodge Nature Center Preschool**

365 Marie Avenue West, West St. Paul, MN 55118

Contact Person: Sarah Sivright, Preschool Director, tel. 651-455-4555, fax 651-455-2575

Organization Description: The Dodge Nature Center Preschool furthers the Dodge Nature Center's mission of providing opportunities for people to experience, study, and enjoy nature by offering a unique nature-based early childhood education program. The Preschool runs school year and summer camp programs designed to encourage children to develop a meaningful relationship with the natural world.

Internship Description: Coordinate a structured gardening and restoration project to be incorporated into the existing early childhood curriculum. The project includes participating in Preschool Summer Camp classroom life and writing lesson plans for studying the vegetables and flowers to be planted, as well as seed collection, site preparation, and planting. The project will result in the creation of a project framework for teachers to follow and build upon annually.

Qualifications: Respect and affection for young children. Ability to work well with teachers and children. Able to work collaboratively and open to learning from experienced staff members. Experience with young children required, coursework in early childhood education or child development preferred. Interest in the natural world desired. Prefer a member of a diversity category with respect to the surrounding culture (includes males as minority group).

**Finland Minnesota Historical Society (FMHS)**

5653 Little Marais Road, PO Box 583, Finland, MN 55603

Contact Person: Adrienne Falcon, Consultant, tel. 218-353-7393, email: [adrifalcon@aol.com](mailto:adrifalcon@aol.com)

**Organization Description:** The FMHS is dedicated to preserving, collecting and interpreting, and the history of Finland, MN. The organization maintains a 40-acre historical site that was originally the home of a pioneer immigrant and now serves as a model of a typical pioneer home. The FMHS also organizes community events and continues to gather history of the area through member participation.

**Internship Project:** Collect the history of the Finland Cooperative Company, a pillar of the local community that celebrates its 90<sup>th</sup> year in 2003. The project entails gathering oral and archival history to produce a booklet on the history of the Co-op and its role in the community. It also includes creating a historical display for the FMHS office, and coordinating and publicizing a community event to celebrate the release of the booklet and historical display and the Co-op's 90<sup>th</sup> anniversary.

**Qualifications:** Solid research and writing skills. The ability to communicate and work with all kinds of people of all ages necessary. Journalism, museum, history/archival or social science training helpful. Project experience and interest in the history of Northern MN desired. Creativity and the ability to work independently required.

**Galumph Interactive Theater**

3243 Cedar Avenue South, Minneapolis, MN 55407

Contact Person: Teresa Grega, Producing Artist, tel. 612-729-4933 ext 12, fax 612-729-9283, email: [teressa@galumph.org](mailto:teressa@galumph.org)

**Organization Description:** Galumph Interactive Theater strives to create a new genre of theater that uses audience participation and interactive play as a medium for social change. Galumph executes its mission through mainstage performances, traveling performances, and through educational workshops. Galumph's programs offer collective creative experiences through in-depth audience interaction.

**Internship Project:** Redesign Galumph's website and create short and informative videos to promote Galumph's mission and programs to current and potential audiences and funders. The project will involve inventorying website and video needs, planning and implementing the website redesign, storyboarding and recording video footage, and editing the video series.

**Qualifications:** Proficiency with Macintosh computers, web design and video editing required. Advanced skill or experience with web design and video editing preferred. The ability to work collaboratively as well as independently is necessary.

**Indianhead Arts and Education Center, Inc. (IAEC)**

PO Box 315, 802 1<sup>st</sup> Street, Shell Lake, WI 54871

Contact Person: Andrea Pelloquin, Assistant Director, tel. 715-468-2414, fax 715-468-4570,  
email: [pelloqaj@uwec.edu](mailto:pelloqaj@uwec.edu)

Organization Description: The Indianhead Arts and Education Center provides creative arts education and enrichment to youth and adults. The organization offers summer camp programs for youth and workshops for adults. Academic year offerings include music festivals, adult education, and an artist-in-residence program.

Internship Project: Research, develop, and implement a plan to strengthen the connection between the IAEC and the community. This entails first assessing the existing relationship between the IAEC the community through conducting a survey, meeting with local business leaders, and analyzing the data. A community database will be created and used for mailings. The second step of the project is to develop and begin to implement a plan for increasing the IAEC's visibility in the community, including creating brochures, planning community events, and improving the existing volunteer program.

Qualifications: Arts Management, Journalism or Marketing major required. Must have completed at least three years of college. Ability to work independently and outgoing personality are needed. Interest in the arts and/or education is helpful, as is an affinity for working with junior high and high school age youth.

**Institute for a Sustainable Future (ISF)**

32 East First Street, Duluth, MN 55802

Contact Person: Jamie Harvie, Project Director, tel. 218-525-7806, fax 218-720-4890,  
email: [harvie@isfusa.org](mailto:harvie@isfusa.org)

Organization Description: The ISF works to promote global stability by addressing environmental health, social, and economic justice issues. These include toxics, pollution prevention, and sustainable development with an emphasis on energy sources such as wind and hydrogen.

Internship Project: Conduct research and develop tools and resources to launch a self-sustaining Sweatfree Communities coalition to organize against sweatshop labor in Duluth. This project involves researching educational tools, model legislation, and existing coalitions. The project will result in the creation of a community education and resources program, a database of concerned citizens and organizations, and procurement policies and resolutions to be put before the City Council. The project also includes creating a Sweatfree Duluth handbook and SweatFree Duluth website. The internship will culminate the planning and execution of a Sweatfree Duluth community workshop.

Qualifications: Strong written and verbal communication skills. Interest in social justice issues. Research and public speaking skills helpful.

**The Kamau Kambui Circle for Cultural Learning, Inc. (KKCCL)**

909 Selby Avenue, St. Paul, MN 55104

Contact Person: Chris Crutchfield, tel. 651-310-0400, fax 651-310-0408

Organization Description: The KKCCL exists to provide experiential learning opportunities that teach about history and encourage healthy dialogue regarding cultural and racial issues. The KKCCL facilitates simulations of the Underground Railroad for youth agencies, schools and churches throughout Minnesota.

Internship Project: Create a curriculum/manual for the Underground Railroad Simulation. The project entails participating in and learning about the Underground Railroad simulation, outlining the curriculum/manual, determining the medium of the manual (book, kit, video, software, etc ) and completing as many elements as possible. The creation of the manual will enable KKCCL's partner agencies to facilitate their own high-quality Underground Railroad simulations to meet the growing demand for the program.

Qualifications: Positive and enthusiastic attitude about the program and project. Interest in cultural and outdoor education and willingness to work flexible hours (including evenings) outdoors necessary. Strong organizational, creative-thinking, and writing skills. Knowledge of word processing programs, experience with or willingness to learn to use multi-media equipment (cameras, audio recording equipment, etc )

**Little Earth Community Partnership (LECP)**

2438 18<sup>th</sup> Avenue South, Minneapolis, MN 55404

Contact Person: Ellie Webster, Executive Director, tel. 612-721-2174, fax 612-729-1183,

email: [ellie.webster@leearth.org](mailto:ellie.webster@leearth.org)

Organization Description: The LECP is a partnership comprised of three organizations dedicated to supporting the housing, child development, and social aspects of life in the Little Earth Community housing complex in the Phillips Neighborhood. A key goal of the organization is to promote the health and wellness of American Indian families residing at Little Earth.

Internship Project: Develop, implement, and evaluate a six-week physical fitness program for youth (ages pre-K through high school) who live at Little Earth. The project entails contacting community recreational resources, creating a program plan and schedule, conducting outreach and recruiting participants, leading physical fitness activities throughout the program, and gathering information to evaluate the outcomes.

Qualifications: Physical education student interested in American Indian and/or low-income children's health issues ideal. American Indian or experience with American Indian community preferred. Experience working with children and knowledge of children's physical, motor skills and social development needed. Strong verbal and written communication skills, creativity, knowledge of Word and Excel necessary. Driver's license required.

**Minnesota Association of Family, Career and Community Leaders of America (MN FCCLA)**

1500 Highway 36 West, Roseville, MN 55113-4266

Contact Person: Wendy Ambrose, Executive Director, tel. 651-582-8302, fax 651-582-8484,  
email: [wendy.ambrose@state.mn.us](mailto:wendy.ambrose@state.mn.us)

Organization Description: MN FCCLA is a student organization that provides leadership development with respect to personal, family, work and societal issues. The organization promotes personal growth and development through family and consumer sciences education.

Internship Project: Develop a summer leadership training in self-chosen interest area for 200 junior and senior high youth. Increase outreach to diverse populations by working with one urban site weekly and recruiting 50 urban youth to participate in youth camp. The project will entail building urban/rural bridges between youth and will add to the cultural competence of the organization.

Qualifications: Driver s license and car required. Internship to occur between May 19 and August 15, 2003.

**Minnesota Coalition for the Homeless (MCH)**

122 West Franklin Avenue #306, Minneapolis, MN 55404

Contact Person: Michael Dahl, Executive Director, tel. 612-870-7073, fax 612-870-9085,  
Email: [home01@isd.net](mailto:home01@isd.net)

Organization Description: MCH is a statewide coalition of low-income service providers, advocates against and people who have experienced homelessness. The organization is committed to ending homelessness and developing flexible resources to enable communities to develop housing and homelessness response systems to meet their needs. MCH s work includes education, community organizing, policy work, and research.

Internship Project: Organize three constituent meetings with members of Minnesota s Congressional and Senatorial delegation during the August Congressional recess. The project entails coordinating with community organizations to recruit participants who have professional or personal experience with homelessness (goal: 40 per meeting). Issues likely to be discussed at the meetings include: Bring America Home legislation, National Affordable Housing Trust Fund, and welfare reform.

Qualifications: Commitment to social and economic justice required. Familiarity with housing and low-income issues preferred. Strong written and verbal skills; familiarity with Word and Excel helpful. Requires some travel and evening/weekend meetings.

**Minnesota Women s Political Caucus (MWPC)**

550 Rice Street, St. Paul, MN 55103

Contact Person: Tammy Tesky, Executive Director, tel. 651-228-0995, fax 651-292-9417,

email: [tmtesky@mnwpc.org](mailto:tmtesky@mnwpc.org)

Organization Description: The MWPC is a grassroots, multi-partisan organization dedicated to increasing the number of women in elected and appointed office by identifying, recruiting, training and supporting pro-choice women candidates. The MWPC is currently developing three programs: a communications team to promote women s issues, a fundraising and message development program, and a Campaign Assistance Team to help pro-choice candidates get elected.

Internship Project: Create a manual for the Campaign Assistance Team to educate the first-time candidate on the key points she must understand in order to run a successful campaign. The project entails conducting informational interviews and Internet research to produce the manual and a resource guide of additional information. The purpose of the manual is to promote female candidates and ensure equity in all forms of government.

Qualifications: Working knowledge of state government operations. Microsoft Office and Internet knowledge. Ability to conduct informational interviews with a wide range of people. Self-motivated, strong time management skills, and ability to structure own schedule. Schedule needs to allow attendance at regular board and committee meetings. Experience on a campaign or at a women s organization preferred.

**New Tactics in Human Rights Project, The Center for Victims of Torture (CVT)**

717 East River Road, Minneapolis, MN 55455

Contact Person: Nicole Palasz, Project Associate, tel. 612-436-4882, fax 612-436-2606,

email: [npalasz@cvt.org](mailto:npalasz@cvt.org)

Organization Description: The CVT works to provide care and rehabilitative services to survivors of politically motivated torture and their families. The organization s mission is to heal the wounds of torture on individuals, their families and their communities, and to stop torture worldwide. The CVT executes its mission through client services, training, public policy advocacy, and research.

Internship Project: Write 10-15 case studies of innovative tactics being used to advance human rights in Asia. The project entails interviewing international human rights leaders, conducting research, and producing tactical case studies to provide basic how to information. The project is part of a larger international project called New Tactics in Human Rights and will advance research efforts on tactical intervention in Asia. The case studies will be available through the New Tactics database to human rights practitioners around the world.

Qualifications: Experience with research, living or working abroad, and basic familiarity with international human rights issues desired. Experience writing for a professional yet broad audience, and experience communicating with professionals via telephone helpful. Desired skills include: organized, detail-oriented, investigative and inquisitive, hard working, flexible, good follow through, analytical, ability to juggle multiple tasks, excellent computer skills, professional communication skills, and the ability to speak another language.

**Railroad Museum of Minot**

19 First Avenue NE, Minot, ND 58703

Contact Person: Rene Wiese, Adrienne Kerst, tel. 701-852-7091

**Organization Description:** The Railroad Museum of Minot works to preserve, share, experience and teach the history and future of the region's railroads. It shares railroad culture and technology through exhibition, interpretive materials and programming. The Railroad Museum of Minot works collaboratively with the Minot Area Alliance of Museums and the Minot Area Council of the Arts to preserve and share the cultural history of Minot.

**Internship Description:** Design and develop an exhibit on how railroads created, impacted and changed the social and economic development of the region. This exhibit would benefit the museum-going audience with continued railroad education. The project would entail reviewing and evaluating current exhibits, identification of resources, and brainstorming the ways and means to promote the new exhibit.

**Qualifications:** Interest in the museum world, creativity, ability to work independently, computer and internet literacy, research oriented and excellent written and oral communication skills. Preference will be given to an applicant who has some basic museum knowledge/experience, is artistic or has a graphic arts background or has design and fabrication skills. Interest in history, and/or trains or railroading is a real plus.

**Sexual Violence Center (SVC)**

2100 Pillsbury Avenue South, Minneapolis, MN 55404

Contact Person: Abigail Smith Fisher, Interim Executive Director, tel. 612-871-5100 ext 16, fax 612-871-1550, email: [asfisher@sexualviolencecenter.org](mailto:asfisher@sexualviolencecenter.org)

**Organization Description:** The SVC works to empower people affected by sexual violence. The organization also works to prevent sexual violence and create social change through community education. SVC's services include a crisis phone service, crisis intervention and counseling, victim advocacy, training and consultation for professional service providers, prevention education, and legal services.

**Internship Description:** Create a training manual entitled Sexual Assault in the Somali Community and organize two training programs, one on the Somali Culture and one on sexual violence in the Somali community. The project entails working collaboratively with community partners, leading a focus group, and conducting independent research to enable SVC staff and volunteers to deliver services to the Somali community in a culturally sensitive and competent way.

**Qualifications:** Excellent research, communication, writing, and organizational skills. Ability to work with people of different cultures and a sense of curiosity and respect for the experiences of others. Understanding of systematic oppression very helpful.

**St. Peter Community Garden, Gustavus Adolphus College**

c/o Office of the Chaplains, Gustavus Adolphus College, 800 West College Avenue, St. Peter, MN 56082

Contact Person: Brian Johnson, Chaplain, tel. 507-933-7446, email: [btjohnso@gac.edu](mailto:btjohnso@gac.edu)

Organization Description: The St. Peter Community Garden was begun in 2000 to provide a physical space for members of the emerging Latino and Somali communities to build informal bridges with members of St. Peter's Euroamerican community through the friendly and productive medium of gardening.

Internship Project: Design and implement the Garden Buds program, a cross-generational and cross-cultural gardening project which pairs youth ages 10-13 with older teens and adults. The project entails making connections with schools and community organizations for input on program design and to promote the program, developing promotional materials, coordinating activities for the gardeners, developing participation guidelines and identifying mentoring resources for the older gardeners. The project will result in the creation of a program infrastructure to be used for a larger scale program in 2004.

Qualifications: Strong research, networking, record keeping, organizational, writing and graphic design skills. Knowledge of and enthusiasm for gardening preferred. Working knowledge of St. Peter helpful.

**WomanSafe Center**

303 1<sup>st</sup> Avenue NE, Suite 365, Faribault, MN 55021

Contact Person: Doug Larsen, Executive Director, tel. 507-332-0882, fax 507-332-6999

Email: [dlarsen@means.net](mailto:dlarsen@means.net)

Organization Description: WomanSafe Center works to prevent child abuse, sexual assault, and domestic violence in Rice County, MN. The organization provides rehabilitative services to victims of abuse and works for systematic change to reduce the risk of violence against women and children and to improve the services offered to victims. In addition, WomanSafe provides help with the judicial process and accompanies survivors to court.

Internship Project: Research, design, and implement a plan to successfully build transitional housing in Rice County. This project entails researching, interviewing and conducting site visits with people and organizations who have succeeded at bringing transitional housing to their communities. It will entail building community partnerships and obtaining funding and public and political support for the project. The purpose of the project is to lay the ground work to meet the immediate need for transitional housing for battered women and children in Rice County.

Qualifications: Must be a trained advocate as defined by the State of Minnesota (requires a 52 hour course). Student in a related field. Strong verbal and written skills. Proficiency in Spanish, Cambodian, Somali, Sudanese, or ESL preferred. Survivors of abuse or assault encouraged to apply.

**The Youth Express**

168 North Griggs Street, St. Paul, MN 55104

Contact Person: Jim Kelley, Executive Director, tel. 651-659-0613, fax 651-632-2132,  
email: [youthex@mcleodusa.net](mailto:youthex@mcleodusa.net)

Organization Description: The Youth Express is a community-based youth organization that exists to provide youth ages 7-18 in the Midway neighborhood with growth opportunities in the areas of Youth Leadership, Employment, and Enrichment. The youth members determine the direction of these opportunities with the intention of building relationships, skills, knowledge, and attitudes to maximize potential.

Internship Project: Design and direct activities for the HUGE (Handsome Unique Guys Experiment) pilot program for boys ages 11-14 in the St. Paul Midway area. This project entails planning and implementing two educational or recreational meetings per week. It also involves planning and leading two weekend camping trips (one of which will be open to fathers or male guardians of the participants), and planning monthly activities geared toward males who have no connection to the Youth Express or who have caused previous disturbances at Dunning Recreation Center, where the activities will be held.

Qualifications: Male. Ability and desire to develop positive relationships with a diverse group of young males in an urban setting. Experience planning activities for young males and interest in education, social work, social ministry, or youth development desired. Ability to operate office equipment helpful. Willingness to share and listen to ideas related to programming preferred.