

# Community Foundation for the Alleghenies 2015 Youth Philanthropy Internship



## Job Description

### **Overview:**

The Community Foundation for the Alleghenies' Youth Philanthropy Internship provides participants with an exciting summer employment opportunity in which they will identify and support solutions to problems facing our community. In turn, the Foundation expects to benefit from this program by bringing the perspectives of community youth to our grantmaking. The Foundation seeks students with an interest in community affairs, journalism, and current events.

### **Tasks and Responsibilities:**

The interns will work to develop and implement a youth philanthropy project, which will include the awarding of monetary grants to a local agency (or agencies) working to serve the region. The interns will research issues affecting local neighborhoods, identify service priorities, develop funding guidelines, solicit requests for proposals, and award funding. The interns will receive an overview of the Foundation's approach to philanthropy and areas of giving. In addition, the interns will work to complete media projects related to important community issues.

### **Key Skills and Abilities:**

- ❑ Ability to work effectively in diverse teams
- ❑ Enthusiasm and creativity
- ❑ Confidence and self-motivation
- ❑ Ability to interview, gather, and report information
- ❑ Strong communication skills
- ❑ Demonstrated leadership ability
- ❑ Ability to respect confidential information

### **Logistics:**

- ❑ Applications are due Tuesday, March 31, 2015, and are available online only.
- ❑ Applications will be reviewed by a committee and an undetermined number of candidates will be selected for an interview.
- ❑ Eight candidates will be selected for the internship and contacted in mid May 2015.
- ❑ This is a summer job tentatively scheduled from 9:30 a.m. to 4 p.m. from June 22 through August 14 (though final dates may be subject to change). **Candidates will be expected to be available for work during those dates. If you anticipate any schedule conflicts, please let us know during the interview process.**
- ❑ Interns are paid and provided with a parking pass for the duration of the internship, but will not be reimbursed for mileage.
- ❑ The internship headquarters will be in downtown Johnstown.