

**Summer 2010**

**DEVELOPMENT INTERN:**

The Neighborhood Parks Council (NPC) is looking for an outgoing, detail-oriented, articulate individual to intern with us for the summer of 2010. The Development Intern will be an integral part of NPC's team by helping us expand our fundraising campaigns through many channels: foundations, corporations, social media, events etc.

The intern will assist the development associate in foundation & government grant research, proposal writing as well as coordination of donor cultivation events. The intern will also help to maintain the donor database (we use Salesforce), and update donation information. In addition, the intern will work to boost NPC's social media networks such as Facebook and Twitter by updating the status, posting news stories and events, etc. and also find new ways to fundraise through Web 2.0.

**Key Attributes of Ideal Candidate:**

The ideal candidate will:

- Extremely detail oriented
- Be an excellent writer
- Personable
- Be well organized
- Be an excellent writer
- Extra points if you have graphic design skills and/or if you're a great blogger!

**Approximate Time Commitment:** 5-15 hours/wk. for a minimum of 10 weeks

**Compensation:** Unpaid Internship, references can be made available at the end of the internship

**HOW TO APPLY:** Please email a resume, cover letter and brief writing sample to:

**Anita Chordia**  
NPC Development Associate  
[achordia@sfnpc.org](mailto:achordia@sfnpc.org) (415) 621-3260

Applications will be accepted until the position is filled.

Please visit [www.sfnpc.org](http://www.sfnpc.org) for more about Neighborhood Parks Council.

## **COMMUNICATIONS INTERN:**

### **Description of Internship:**

The Neighborhood Parks Council (NPC) is looking for an outgoing, articulate individual to intern with us for the summer of 2010. The Communications Intern will be an integral part of NPC's team by helping us spread the word about our organization through a variety of media. The intern will draft web content, newsletter articles, press releases, and other materials that promote stewardship of San Francisco's parks and open spaces. There is also an opportunity to maintain NPC's presence on a variety of social networking sites.

### **Key Attributes of Ideal Candidate:**

The ideal candidate will:

- Be an excellent writer
- Be outgoing, friendly, and eager to interact with community members and engage the public
- Be well organized and have the ability to handle multiple projects at once
- Have a passion for parks, open space, and San Francisco
- Extra points if you have graphic design skills and/or if you're a great blogger!

**Approximate Time Commitment:** 5-15 hours/wk. for a minimum of 10 weeks

**Compensation:** Unpaid Internship, references can be made available at the end of the internship

**HOW TO APPLY:** Please email a resume, cover letter and brief writing sample to:

**Sunya Ojure**  
NPC Program Coordinator  
[sojure@sfnpc.org](mailto:sojure@sfnpc.org) (415) 621-3260

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## **OUTREACH INTERN (2 positions available):**

### **Description of Internship:**

The Neighborhood Parks Council (NPC) is looking for an outgoing and engaging individual to intern with us for the summer of 2010. The Outreach Intern will be an integral part of NPC's outreach team by helping us maintain quality connections to the park community and forging new contacts with park users citywide. Responsibilities include reaching out to park users during site visits, discussing their park interests and concerns and sharing with them information about NPC. The intern will also attend events and meetings on NPC's behalf, where you'll get to meet community leaders and present information about NPC's programs. The Outreach Intern will also keep consistent contact with NPC Coalition members specifically in regards to upcoming events and meetings. If the intern has graphics experience, he/she will also create outreach materials such as flyers and web announcements.

### **Key Attributes of Ideal Candidate:**

The ideal candidate will:

- Be outgoing, friendly, and eager to interact with community members and engage the public
- Be well-spoken
- Be an excellent writer
- Be well organized and have the ability to handle multiple projects at once
- Have a passion for parks, open space, and San Francisco

**Approximate Time Commitment:** 5-15 hours/wk. for a minimum of 10 weeks This job will require some night and weekend work.

**Compensation:** Unpaid Internship, references can be made available at the end of the internship

**HOW TO APPLY:** Please email a resume and cover letter to:

**Sunya Ojure**  
NPC Program Coordinator  
[sojure@sfnpc.org](mailto:sojure@sfnpc.org) (415) 621-3260

Applications will be accepted until the position is filled.

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