

CREATE COMMON GOOD

Community Engagement Intern Application

Directions

Complete and submit this application to Annie at anniemcleod@createcommongood.org. Attach your resume to the back of this application. A letter of reference is not required but it is preferred.

Internship Description

Roles and Responsibilities

- Assisting CCG's Director of Community Engagement in presentations, projects, or speaking engagements.
- Explore future outreach events
- Maintain communication with the community
- Representing Create Common Good during community events
- Schedule and conduct organization tours for the community
- Fundraising (grant writing, marketing, tracking software)
- Creating and maintaining public relations
- Assistance with CCG events

Skills Required

- Fundraising experience
- Public Speaking experience
- Ability to work in an adaptable and flexible manner
- Excellent written and verbal communication
- Self driven with the ability to take initiative
- Ability to preform all duties in a manner that is consistent with CCG values: gratitude, excellence, engagement, and safety
- Familiarity with Apple products and Microsoft Office programs

Please list any relevant certifications and licenses that you have.

Minimum hour requirement: 5 – 10hrs/week

Experience

What experience do you have that lends itself to this internship?

What skills would you bring to the organization?

What are your strengths? Give an example of how you've used them.

Why are you applying for this internship?

Describe your experience working on a community event.

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Goals

What are your learning goals with this internship?
What would you like to improve on while interning?

Work Style

Please describe your work style.
Give an example of when you've had to handle multiple responsibilities.
Tell us about a situation when you had to solve a difficult problem.

Personal Background

What interests you about working with a nonprofit, specifically Create Common Good?
How do your personal values reflect Create Common Good's values?
Please tell us about any clubs or organizations you are a part of.
What is your volunteer history?
What do you like to do in your free time?

Internship Scheduling

Are you seeking college credit for this internship?
Does your class or program have requirements for this internship? If so, what are they?
What are the maximum hours per week you can work?