

Community Trade Co-op

The Community Trade Co-op seeks to set up a fair-trade oriented store on campus beginning spring of 2005. We will sell fair trade coffee and tea and other organic foods. We will provide space for students to sell artwork and crafts. We will provide a hang out which is more colorful and artistic than the sterile spaces of Maggie's and the Dovecote.

Unfortunately, none of the students involved with planning this space have business experience. This is where an economics major would come in handy. We are seeking an LC student who wants to gain firsthand experience managing a small business. Duties would include ordering food and supplies, managing and training employees, setting prices, and anything else that needs to be done to ensure smooth operation. Interns will work with one other business person and one art director to smoothly operate this venture. Applicants should have an interest in bringing about change through purchasing decisions.

Starts over winter break and runs through spring semester. Contact: Frazer Lanier, (503) 768-8697, lanier@lclark.edu.

Community Trade Co-op: Financial Internship

“An Ideal Account Manager’s Job Description”

To begin, the account manager is someone who makes sure that the co-op’s finances are balancing out. This means that the co-op is making more than it is spending or at least that these two figures are equal. To make the co-op a continuing campus organization it is extremely important that the co-op be self-supportive, the following is a list of specific duties that the co-op account manager is expected to perform.

The basics:

- 1) Make sure that your contact information is available to all the shifts, so that if they have any money problems they can contact you.
- 2) Send out e-mails to whatever the current co-op list serve is to make announcements on finance changes, i.e. new forms that are expected to be filled out and filed.
- 3) All e-mails sent with the co-op heading need to be read and replied to within 24 hours.

Once a Week:

- 4) Thursday evenings/ Friday mornings, come pickup all the refund requests and closeout forms from the week. Make sure that by 2:00pm on Friday those refund request forms get processed through SAAB. There are forms that need to be filled out for each person with a refund request. **Note:** All refund requests must contain the following information: student ID #, student MSC, student name printed, student extension and **All The receipts** of what was purchased.
 - 4.a) Use the closeout forms to find out how much each day the co-op brought in, and come up with a number for the week. Put these numbers into an excel sheet.
 - 4.b) Take the co-op baker’s sheet totals: i.e money paid out and subtract this from the co-op week totals, this is your new total for the week. **Note:** In the future when we no longer have SAAB or other types of grants and refund requests are coming out of our money it will be important to add these subtractions to the co-op week total.
 - 4.c) Every Thursday or Friday depending on what day you choose, all The money from the week must be removed from the safe and deposited into the co-op accounts down at the cashiers office. While doing this you should make sure to keep or get 200.00 dollars in 5’s and 40.00 dollars in one’s these will be put back into the safe for the baker’s payout. **Note:** These numbers are subject to change. Also you must get a receipt from the cashiers office add this number to your excel sheet under account totals:
- 5) Make sure that people are doing what you need them to do, in the past we have had issues with the closeout shifts filling out the closeout forms, with 80+ people working at the co-op it is essential that these get filled out, otherwise it is very difficult to tell how much money was made per day and what was brought in for the week.
 - 5.a) second, work with the baker coordinators each week to find out how much is being paid out to the baker’s. Otherwise the co-op account sheets will only reflect total gross and not profit.

These are just some of the basics: **Note:** anything on this list is subject to change by a majority vote from the co-op managers. Contact: Frazer Lanier, (503) 768-8697, lanier@lclark.edu.

Conerly Consulting
Posted: September 22, 2004

I am looking for a junior or senior economics major to work part-time as a research assistant in my consulting practice. The research assistant will download data, format tables, analyze data, and write reports. The workload will range from interesting and challenging to dull and boring. Most clients are for-profit businesses, but some work on public policy is done for a non-profit organization with a free-market perspective. My preference is a person who has completed intermediate price theory and statistics. Econometrics would be a plus. Good writing ability is important. Ability to use Excel and Word is necessary.

Most work can be done from any computer location, at more or less any time of day. After initial meetings, most interaction can be handled by telephone and email. More information about my consulting practice is available at www.ConerlyConsulting.com

Please respond via email to Bill@ConerlyConsulting.com.

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Center for Research in Environmental Science and Technology (CREST)

Posted: September 21, 2004

P.O. Box 130
30275 Boones Ferry Rd.
Wilsonville, OR 97070

CREST has an environmental education internship position open for the 2004/05 school year. The education center is housed on the site of a primary and middle school, but works with and provides science and environmental education for the entire West Linn/Wilsonville School District. Areas covered include forest/stream ecology and rehabilitation, gardening/composting education, wetland/meadow studies, native species propagation and identification, and waste reduction education. Teaching is hands-on and usually outdoors, often including fieldtrips to local open-spaces. A background in biology or environmental education is not required; the main specifications are a desire to work with K-12 students, a willingness to learn, and a concern for the natural environment.

The position involves a time commitment of about 4 hours once a week, usually from noon until 4:00. The center is located in Wilsonville so personal transportation, while not required, is helpful. Wilsonville has a bus system, SMART Bus, which would bring you directly to CREST from the Barbur Transit Center for applicants without a vehicle. If anyone is interested in obtaining credit, the Center is will to work with that person to achieve whatever goals or requirements they may have. Contact Bob Carlson or Stephen Walsh if interested at 503-673-7348 or e-mail walshs@wlwv.k12.or.us.

Student Conservation Association

Posted September 10, 2004

The Student Conservation Association (SCA) is pleased to team with Unilever Corporation to make extraordinary paid internship opportunities available. These Conservation internships mix public policy (through a full-time position in a Congressional Office in Washington, DC) and environmental practice (in a National Park in the department and site that best fits the selected interns) for a one of a kind professional experience.

These positions are only being advertised at a few key colleges and universities nationwide and are open to all undergraduate majors.

Applications must be received by October 1st. To learn more about these opportunities visit:

http://www.thesca.org/pdfs/sca_env_policy_internships.pdf

RONALD H. BROWN INTERNATIONAL TRADE INTERNSHIP PROGRAM

Posted: September 15, 2004

The U.S. Export Assistance Center in Portland is a local office of the U.S. Commercial Service, an agency of the U.S. Department of Commerce, whose mission is to promote international trade and ensure that U.S. products and services compete effectively in the global marketplace.

INTERNSHIPS: The Ronald H. Brown International Trade Internship Program will offer one paid internship at the Export Assistance Center in Portland to students who are interested in international trade. Students who meet the eligibility requirements are encouraged to apply and will have the opportunity to work with experienced International Trade Specialists, and Foreign Commercial Service Officers as they learn the dynamics of international trade. Funding for the opportunity in Portland is only available through December 31 with no assurance of continuation. Applications from minority candidates are strongly encouraged.

ELIGIBILITY REQUIREMENTS: Students must meet the following eligibility requirements to be considered for this position:

- Applicant must be a U.S. citizen;
- Must be enrolled as a degree-seeking student and taking at least a half-time academic course load in an accredited undergraduate or graduate school;
- Open to both undergraduate (must be at least at the sophomore level) and graduate level applicants working towards a degree in the international field. Minority students are encouraged to apply;
- Students must show an interest in international trade and are asked to submit a one-page statement discussing their background and career goals;
- Must have at time of application a minimum 2.75 grade point average on a scale of 4.0;
- Applicants will be required to submit at least two recommendations from professors along with application.

All qualified applicants will be considered regardless of race, color, sex, creed, national origin, lawful political organization, non-disqualifying handicap, marital status, or affiliation with an employee organization.

DESIRED MAJORS: International Business/Finance; Business Administration, Economics, Accounting, or a related field.

DUTIES: Interns will be expected to work a minimum of twenty hours per

week and will have an opportunity to gain valuable experience working in a U.S. Export Assistance Center. The intern's responsibility will include supporting the Trade Specialists with program development of the Global Diversity Initiative, involving outreach to minority firms for international business development. Some of these duties will include designing fliers, doing market research for a country or specific market, internet research for relevant trade and company information, marketing Commercial Service programs and products and other projects as needed. Excellent writing and oral communications skills are required. Good research and computer skills are also desirable.

HOW TO APPLY: If interested, please mail or fax (503-326-6351) your resume, most recent transcript, recommendation letters, and a one-page essay that addresses background and career goals no later than **FRIDAY, SEPTEMBER 24, 2004** to the address below. Please include current address and a telephone number for a potential telephone interview. E-mail inquiries and applications can be directed to portlandor.office.box@mail.doc.gov (Please note Internship Application in the Subject line).

Mailing Address:

U.S. Export Assistance Center
121 SW Salmon Street, Ste 242
Portland, OR 97204
Attn: Scott Goddin, USEAC Director

Oregon Citizens for Safe Drinking Water

Posted: September 7, 2004

Oregon Citizens for Safe Drinking Water, a non-profit organization in Lake Oswego, is looking for someone to assist the executive director with event management, volunteer coordination, online research, and educating the public about safe drinking water. In addition to these projects, the intern will assist in all aspects of operating the organization. This unpaid position has flexible hours and would be a great experience for a sophomore or junior. Interested students should come to the Career Advising Office on the lower level of Templeton to see the complete job description and for information on how to apply.

Heather L. Snow, Internship Coordinator
Office of Career Advising
Lewis & Clark College
0615 S.W. Palatine Hill Road
Portland, OR 97219-7899

Better World Club

Posted: February 2004

Better World Club (www.betterworldclub.com), the only provider of socially-responsible roadside assistance, insurance and travel services, is looking for a Marketing Intern. The intern will be assisting the marketing director. Tasks may include developing web site content, internet research, product development and search engine marketing. Experience with MS Office, Excel and Internet is required. Special consideration given to those with experience in web publishing, graphics and HTML. BWC is a small, progressive, environmental and consumer oriented business located in NW Portland.

We are seeking 8 hours per week for a minimum of 3 months. There will be a small stipend at the end of this period.

Send a letter of interest and/or resume to Erica Lewis (erica@betterworldclub.com) or fax (503.546.1117). No phone calls please.

Purple Turtle Press

Posted: June 16, 2004

Purple Turtle Press, Inc., publisher of the NW Women's Directory (a listing of woman-owned or managed businesses in the Portland-Vancouver metro area)

Job Description - Marketing

- Set up and implement a monthly ezine
- research women's stats, organizations, websites
- research woman-owned businesses and develop potential customer lists
- possibly write editorial content for website

Qualifications

Must have some knowledge of ecommerce and the ability to work efficiently on the internet. Should be reliable, a self-starter, have excellent communication skills and be an original thinker. **MUST** believe strongly in women's equality.

Location

The office is in the publisher's home in Minnehaha (just off I-5 near downtown Vancouver, WA).

Hours

15 - 20 hours a week or the amount appropriate for class credit

Compensation

Class credit and experience. This is an unpaid internship.

How to Apply:

Please email resume with experience, major and relevant coursework to michele@nwwomensdirectory.com.

Rivers Foundation of the Americas

Posted April 23, 2004

The Rivers Foundation of the Americas is a public foundation with a huge vision and mission currently working on river conservation, protection and restoration in 3 major watersheds in North America. If you want to make a big difference for the world this is the place. We are preparing to begin work in Central and South America in 2005. We have immediate needs for publications design, fundraising assistance, Spanish translation, photo and slide scanning, and general office support, writing, editing and communications development. Internships require a minimum 16 week commitment and longer is preferred. Ability to work independently and to carefully and completely track information and task assignments is required. We have a number of exciting new initiatives including organization of several events in the Portland area, and other interesting initiatives... a very busy year ahead -- Come on in and challenge yourself!

What we are not: we don't do hands on science research nor do we pick up trash from riverbanks, plant trees etc. We do coordinate with and support organizations doing those tasks but primarily we are concentrating on policy analysis implementation and fundraising. Our policy and funding work integrates law, policy, conservation biology and human health science.

Internships are unpaid and require a minimum of 20-25 hours per week for 16 weeks. Full-time is preferred and internships of up to one year can be arranged. We have many office systems and tasks to master and sometimes the initial learning curve is steep. The most successful interns are self-motivated, willing to pitch in on anything, figure out tasks to keep themselves productive during slow times, and able to precisely follow instructions and keep track of assigned tasks. The more you are here the more you learn and the more opportunities there are for meetings and trainings outside the office. Most of our interns have successfully networked for jobs during the internship and become employed at the end of their internship.

If you want to fulfill requirements for a graduate program or undergraduate internship for credit, please let us know your program requirements so we can see if it is a match for Rivers Foundation needs.

Peter M. Lavigne, President
Rivers Foundation of the Americas
3619 SE Milwaukie Ave.
Portland, OR 97202-3858
(o) 503-274-7704 Fax 503-232-2887 cell 503-781-9785
www.riversfoundation.org
watershed@igc.org

RFA is a public foundation devoted to Clean Water, Biodiversity and Human Health.

Our mission promotes and funds the conservation, protection and restoration of rivers and their watersheds in the Pacific Northwest and in 9 strategic watersheds in North, Central and South America

World Forest Institute

Posted: March 23, 2004

The World Forest Institute (WFI) is a program of the World Forestry Center, a non-profit organization. Located in Washington Park in Portland, Oregon, the World Forestry Center operates several programs, including the Forest Discovery Museum, education programs, tree farms, and the World Forest Institute. WFI operates a six to twelve-month U.S.-based program for international forestry professionals, who conduct studies in the Pacific Northwest related to forestry, meet with an assortment of forestry organizations and corporations, and build a network of contacts in forestry. WFI was created to respond to a growing need to provide better access to global forestry information. The WFI Intern will work directly with the International Fellowship Program. For more information, go to: <http://www.worldforestry.org/wfi>

Responsibilities Include: Developing a marketing plan for promoting the International Fellowship Program, attending site visits with international Fellows to forestry and forest products companies, assist organizing an upcoming conference on forest ownership and investment trends, researching funding and grant opportunities related to international study, participating in training sessions on various forestry topics, assisting in administrative tasks such as creating a catalogue for digital publications and organizing information in forestry library. Depending upon the length of the internship, the intern will also have the opportunity to develop a special project. Intern may also become involved with other World Forestry Center events if interested, including educational programs with school children, marketing and exhibits events, and tree farm education events.

Qualifications: Successful candidate must be a self-starter, flexible, and open-minded. Basic computer skills are essential, including basic Excel, Word, internet, and email. Must be able to work with diverse colleagues from around the world. Candidate must have professional attitude, willingness to learn, and possess good communication skills.

Days/Hours: Start and end dates are flexible, as well as schedule. Intern is required to work a minimum of 15 hours per week for 8 weeks.

Compensation/Incentives: This is an unpaid, volunteer position. Although the intern will not receive monetary compensation, benefits include: professional experience in a diverse, international work environment; opportunity to learn about local and global forestry and natural resources management; experience in marketing, administrative and organizational work; networking and making contacts in forestry throughout the Pacific Northwest.

To apply: Email a letter of interest and resume to: Angie DiSalvo, International Fellowship Program Manager, adisalvo@worldforestry.org. Questions? Call 503-488-2137.

Clear Creek Middle School

Posted March 8, 2004

Are you looking for an internship opportunity?

Do you love working with youth?

Do you want experience doing something you love?

Do you want to meet others with similar interests?

Do you want flexibility, and opportunities for creativity and support?

We're looking for Interns at Clear Creek Middle School.

Schools Uniting Neighborhoods (SUN) builds student success and strengthens communities by expanding school-based services to include academic enrichment, recreation, and health and social services for students, parents, and neighborhood residents. Through Metropolitan Family Service, SUN programs offer a vibrant and welcoming atmosphere for individuals of all ages, languages, and socio-economic backgrounds and meet the interests and needs of many cultures.

We offer a large variety of internship opportunities that span **Education, the Arts, Community Development, and Social Services**. Internships are tailored to your individual strengths and interests. We provide flexibility, training and support, and opportunities for creativity.

If you'd like to learn more about SUN internship opportunities (Spring and Summer 2004) at Clear Creek Middle School please contact:

Tiffany Purn

SUN Site Manager

Clear Creek Middle School

503.492.6700 x. 292

tiffany@metfamily.org