



community revitalization inc.

Neighborhood Services Department

Term Dates: Summer/Fall Semesters 2012

Hours per Week: 20

Employer: LINC community revitalization, inc.
1167 Madison Ave SE
Grand Rapids, MI 49507

Position Title: Outreach and Administrative Internship

Position Summary: LINC is seeking a graduate student for a part-time (20 hrs/week) unpaid Outreach and Administrative Internship position. This is a great opportunity to gain experience as part of a fast growing department actively involved with various neighborhood-based programs and initiatives, including community planning, capacity building, and neighborhood engagement. LINC offers a dynamic organizational culture that will enrich the academic portfolio of anyone interested in a real job opportunity. LINC plays several roles in revitalization throughout Kent County. This position will provide significant support to our neighborhood engagement, logistics, and communication functions. Interns may start at any time and work for a period of three up to six months.

Duties:

The Intern will provide ongoing administrative and logistical support to our neighborhood engagement, logistics, and communication functions including the following activities:

- Data entry
- Event planning
- Volunteer coordination
- Preparing newsletters and e-newsletters
- Research and grant writing
- Other tasks, as assigned

Qualifications:

- Commitment to community development values
- Effective communication skills, both verbal and written
- Strong organizational and planning skills
- Ability to interact in professional and informal settings



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- Great ability to interact with the public
- Excellent computer skills (word, excel, outlook)
- Graduate student in Communications, Non-profit Management, Public Administration, Political Science, or related field

About LINC community revitalization inc.

LINC community revitalization, inc. is a nonprofit neighborhood revitalization organization based in Grand Rapids, Michigan. LINC's mission is about "revitalizing neighborhoods through authentic engagement, stimulating economic development, expanding housing opportunities, creating affordable housing, and developing leadership and capacity to residents and grass-root organizations."

Since the completion of its first housing project in the spring of 2002, LINC has been actively involved in place-based revitalization efforts in Kent County, more specifically, in the city of Grand Rapids and the city of Kentwood, MI. LINC uses a cutting edge approach of engaging in neighborhood revitalization through partnerships and collaborations with numerous stakeholders to continually adapt programs and services to the ever changing dynamics of the areas it serves. LINC began working with community groups to develop rental property. This process sought to connect real estate development with grass roots organizing and social services to maximize impact.

Key to LINC's success is the premise of coupling its development efforts with neighborhood engagement strategies that lift up the voice and views of the community. Through this approach LINC has helped neighbors, business owners, and community-based organizations begin to realize their visions for their neighborhoods, and have leveraged over \$43 million in investments in the areas served.

Submission

Please submit resume, two references, 3-page writing sample and cover letter to LINC community revitalization, inc./Attn. Ana Donnan at ana@lincrev.org. Position posted until filled.