

Internship Description

Write Around Portland brings free creative writing workshops to hospitals, schools, homeless youth shelters, senior centers, low income apartments, prisons, social service agencies and treatment facilities. Nearly 500 adults and youth participate in these workshops each year. Workshops culminate in community readings and three beautifully designed books annually.

Founded in 1999, Write Around Portland is a nonprofit organization with four staff and more than 250 volunteers. Our mission is to change lives through the power of writing. The foundation for all that we do is based on our core values of respect, writing and community. Learn more about our workshop model and program on our website: http://www.writearound.org/what/what_we_do.html.

Internships

We have project-based internships that are assigned depending upon the interests and experiences of the intern. We want to ensure internships are positive and successful for each individual and our organization. Internships usually last for at least three months and are unpaid. Typically, we assign interns to a specific project; interns also assist with other areas of our programming. Interns are supervised by and work closely with our program coordinators. Past internship projects have included:

- Volunteer coordination
- Production of our anthologies
- Workshop curriculum
- Writing-related research
- Event coordination
- Workshop support

Qualifications

We are looking for applicants who:

- reflect the full diversity of our community
- are friendly and genuinely interested in the well-being of others
- have the ability and commitment to work respectfully with people experiencing isolation, with a low income or who may otherwise face barriers to writing in community
- have basic computer knowledge and a willingness to learn more
- have good written and verbal communication skills, including phone skills
- are willing to pitch in to help with all aspects of our organization and programs
- have a passion for Write Around Portland and the work we do

Application Process

Applicants should complete and submit the internship application. We will review applications and contact candidates to set up interviews. Please note we have a limited number of internships available annually.

**133 SW 2nd Ave, Suite 304
Portland, OR 97204
503-796-9224**



Office use only: Interview: _____ Staff: _____ Entered: _____
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Internship Application

Name	<i>First</i>	<i>Last</i>	Today's Date	/	/
Address					
	<i>City</i>	<i>State</i>	<i>Zip</i>		
Email		Phone	()	
Employer		Occupation		Birthday	/ /
1. When and how did you first learn about Write Around Portland? [If an individual told you about us, please include that person's name.]					
2. What, if any, is your previous experience with Write Around Portland? [Check all that apply.]		<input type="checkbox"/> Volunteer <input type="checkbox"/> Workshop participant <input type="checkbox"/> Donor <input type="checkbox"/> Other:			
3. How will you get to and from internship activities? Check all that apply.		<input type="checkbox"/> Car <input type="checkbox"/> Bicycle <input type="checkbox"/> Bus/MAX <input type="checkbox"/> Other			
4. Are you a student?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please answer 3a, 3b and 3c. 3a. In what school are you enrolled? 3b. Will your internship hours count toward class credit? <input type="checkbox"/> Yes <input type="checkbox"/> No 3c. What type of documentation does your school need from us to ensure you receive credit?			
5. During what time period would you like to intern? [month(s) + year]					
6. What days and times are you available to intern? [Check all that apply.]		Days: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday Times: <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons			
7. Why do you want to intern with Write Around Portland? What do you hope to gain from the internship?					

8. What skills or experience would you like to bring to Write Around Portland?

In your answer, please include if you have any experience or education in a language other than English.

9. Please include a resume with your application. If you do not have a formal resume, please write a one-page, chronological list of your employment, volunteer, education and other relevant experiences along with a brief description of your roles and responsibilities.

10. Provide two references who can speak about your experience, skills and qualifications for this particular role. Please let these individuals know you are listing them as a reference for this application. References should be professional and should not include a partner/spouse, family members or friends.

1) Name:	Relationship to you:	Phone:
2) Name:	Relationship to you:	Phone:

11. Is there anything else you would like us to know about you?

12. Additional Ways to Get Involved: Write Around Portland is limited in the number of applicants we are able to accept for our internships each year. We genuinely appreciate every applicant's interest, and we welcome and encourage you to participate in other volunteer activities in our organization, whether or not you are selected for an internship. If you are interested in volunteering, please let us know if you'd like to be added to the volunteer recruitment email list:

- Yes, please!
- No, I'm just interested in an internship.

[Optional] Self-Reported Demographic & Education: Reaching diverse communities is at the forefront of our programming, and aligns with our mission to provide everyone with respect, writing and community. Funders support our work because of the diverse individuals we attract and serve. For example, Regional Arts & Culture Council (RACC), one of our largest funders requests aggregate data about the Write Around Portland community.

- Race/Ethnicity:
- Highest level of education completed:
- Degree(s) and/or area(s) of specialization:

Next Steps

Email your completed application and resume to jchu@writearound.org

You can also send your completed application and resume to:
Internships c/o Write Around Portland
133 SW 2nd Ave, Suite 304; Portland, OR 97204

Please call us at 503.796.9224 with questions.