

**Amherst H. Wilder Foundation
Intern Position Description**

Division: Wilder Center for Communities

Program: Leadership Programs

- Neighborhood Leadership Programs
- James P. Shannon Institute
- Youth Leadership Initiative

PURPOSE:

To work with the Wilder Center for Communities to support and contribute to the leadership training for community members.

WORK LOCATION(S): Wilder Center for Communities, 919 Lafond Avenue, St. Paul

RESPONSIBILITIES AND DUTIES:

- Prepare materials for trainings
- Research leadership training topics
- Aid in training sessions
- Conduct evaluations
- Support logistical coordination with participants
- Attend retreats

MINIMUM QUALIFICATIONS:

- Basic computer skills and comfortable with internet searches
- Self motivated
- Detail oriented
- Knowledge of grassroots community groups
- Experience in working with people from diverse ethnic and cultural backgrounds and ages
- Interest in learning more about St. Paul community and neighborhood leadership
- Good communication skills – written and oral

TIME COMMITMENT REQUIRED:

Minimum: 4 months Preferred: 9 months to 1 year

PROGRAM ENVIRONMENT:

Office, camp retreat centers and community meeting room locations

TRAINING/ORIENTATION:

Meeting with program staff.

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