



# First Federal Community Internships - Program Overview & Instructions

Now Accepting Applications through February 3<sup>rd</sup>, 2025.

The intent of First Federal Community Internships is to help local nonprofits leverage the energy and talent of Linfield students to achieve a strategic goal through the completion of a specific short-term project. The primary objective for the intern is to gain practical experience and to be mentored in a way that expands their knowledge and experience. Selected projects will demonstrate the value of the proposed project to the organization and place the student in a position of leadership or working in a team environment.

First Federal will fund up to five \$2,205 stipends for Linfield students to enable them to take on short-term internships with Yamhill County nonprofits during summer term.

## Qualifications

- Must be a nonprofit organization providing service in Yamhill County.
- Project will help the organization accomplish a specific goal;
- Duties will create an opportunity for the Linfield student to increase their knowledge and experience, which will better prepare them for the workforce;
- There will be sufficient supervision to ensure the Linfield student is mentored so that the project is completed and both parties (the student and the organization) may accomplish their goals.

## Application Instructions

Competitive applications will have the following elements. Incomplete submissions may result in delays or disqualification from consideration.

1. **Project Description:** Clearly outline the purpose of the project and its key objectives.
2. **Project Goals:** Be specific about the goals and outcomes you aim to achieve.
3. **Program Details:** Provide a thorough description of the project including:
  - a. Key activities and components.
  - b. Location and resources provided (i.e. in-office, or hybrid; laptop provided). (*Please note that remote positions are not preferred*).
  - c. Describe the expected outcomes and benefits for both the student and the nonprofit organization.
  - d. Any partnerships or collaborations involved.
  - e. Describe your ideal student intern. Competitive applications will also explain how the intern will positively contribute to your organization and its mission.
  - f. Describe how the intern will be supported and supervised during the project. List the designated supervisor(s) for the whole internship.
4. **Internship Timeline:** please include the following:
  - a. How many weeks the internship will run (*please note projects must take place between June 2<sup>nd</sup>, 2025, and August 15<sup>th</sup>, 2025*).
  - b. How many hours per week is the intern expected to work (*Maximum 10 hours per week*).
  - c. Include a phase-by-phase overview of the internship project and expected weekly goals.
5. **Evaluation Criteria:** Describe the criteria and methods you will use to evaluate the intern's success and impact of the program. This may include metrics, surveys, or other assessment tools.
6. **Contact Information:** Provide the name, title, email address, and phone number of the primary contact person for the program *AND* for the internship supervisor if different. Ensure this person is available to respond to inquiries.

**Email your completed internship proposal to Hannah Lopez-Lynch, Assistant Director of Internships at [hlopez-lynch@linfield.edu](mailto:hlopez-lynch@linfield.edu)**

## Timeline

- Deadline to submit internship project proposals is February 3<sup>rd</sup>, 2025.

- First Federal will determine which internships to fund, and applicants will be notified by Linfield University via email by February 10th, 2025.
- Linfield will promote the internships to students who will apply directly to the nonprofit organization. The nonprofit will complete the interview and student selection process, then notify Hannah Lopez-Lynch at Linfield University by the end of March 2025.
- First Federal Community Interns will complete projects during summer 2025. Projects need to take place between June 2<sup>nd</sup>, 2025 – August 15<sup>th</sup>, 2025, and last no longer than 10 weeks.

Contact Morgan Caponi, Marketing and Community Impact Specialist, First Federal, with any questions at (503) 435-3214 or [mcaponi@firstfedweb.com](mailto:mcaponi@firstfedweb.com); or Hannah Lopez-Lynch, Assistant Director, Linfield University, (503) 883-2606 or [hlopez-lynch@linfield.edu](mailto:hlopez-lynch@linfield.edu)