



First Federal Community Internships - Program Overview & Instructions

Now Accepting Applications through February 3rd, 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 2nd, 2025, and August 15th, 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

Timeline

- Deadline to submit internship project proposals is February 3rd, 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 2nd, 2025 – August 15th, 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; or Hannah Lopez-Lynch, Assistant Director, Linfield University, (503) 883-2606 or hlopez-lynch@linfield.edu