

Internship Announcement

Organization: CapitolRiver Council

Position Available: Community Outreach & Organizing Intern

Type of Position: Unpaid internship / 10-15 hours per week, September – December 2009

CapitolRiver Council, the district council for downtown Saint Paul-district 17, engages residents, employees and property owners in issues and projects throughout downtown Saint Paul. From policy development to the sponsorship of community events to design review of new projects, CapitolRiver Council provides venues for fruitful citizen participation that lead to the continued revitalization and economic growth of this historic downtown. Through a network of volunteer-based committees and a 35-member board, CapitolRiver Council works to make downtown Saint Paul a better place to live, work and visit.

CapitolRiver Council seeks an intern to develop and manage a resident outreach program.

Responsibilities will include updating organizational records of residential buildings throughout downtown Saint Paul, securing contacts in each building, coordinating outreach efforts for new residents, and identifying additional outreach opportunities.

Experience & Qualifications:

- Strong interpersonal communication skills
- Comfortable establishing new contacts
- Ability to organize time and work independently
- Experience in coordinating tasks and projects

To apply, email a resume and cover letter to Katie Sabaka at Katie@capitolrivercouncil.org.

Visit www.capitolrivercouncil.org or call (651) 221-0488 for more information or with questions.