



<b>Position Title</b>	<b>Organization</b>	<b>Key Responsibilities</b>
<b>Federal Programs Grants and Loans Intern</b>	<b>City of Springfield</b>	<p>The intern will assist the City of Springfield with Entitlement Grant Closeout and legacy loan inventory. The process allows the intern to see the project life cycle of awarding federal funding to local partners and the process of closing out loans provided to help local low/moderate income homeowners and property owners to complete emergency repairs, ensure homes were lead safe, and complete necessary renovations to meet property codes.</p> <ul style="list-style-type: none"><li>Organize financial and program records</li><li>Verify consistency of financial and program data</li><li>Generate summaries of accomplishments, investment, and impact</li><li>Draft reports to summarize data</li></ul>



**Position Title**





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Outreach and Social Media Intern	Heritage Center of Clark County	<p>The intern will work with the staff/Adviser/Director of Outreach to continue a campaign to utilize the Heritage Center's social media channels more effectively. The main goal is to find new and interesting ways to share local history and engage the public with their history. Additionally, the student will assist with preparing and running summer children's programming assist with planning special events</p> <ul style="list-style-type: none"> <li>Research for writing posts about local history topics, tailoring them as needed to fit different social media platforms</li> <li>Create graphics, edit images, and create and edit video content to highlight collections and day-to-day activities</li> <li>Take and scan pictures of artifacts and collection items to share</li> <li>Help with planning and conducting activities for adults, children, teens and families</li> <li>Help plan and promote special events</li> </ul>
Garden Management Intern	Jefferson Street Oasis Community Garden	<p>The intern will work on various activities of the garden from soil preparation, assisting gardeners in planting and weeding, maintaining garden spaces, construction projects, data collection and preparing for community education events</p> <ul style="list-style-type: none"> <li>Repair beds with tools and plants for community gardeners</li> <li>Develop plans and help construct new garden areas</li> <li>Monitor and tend to the hens including feed, watering, cleaning and harvesting/distribution of organic eggs</li> <li>Aid in education and construction projects including preparation for food classes, constructing new food preparation shelter</li> <li>Develop trading and use of produce from garden to community</li> <li>Assist in promoting and hosting community events</li> <li>Research and help with planning for projects and build U for Ag</li> </ul>

Camp Leader Intern

National Trail Parks and Recreation

for Ag



	<b>Organization</b>	<b>Key Responsibilities</b>
	<b>Project Woman</b>	The Project will work with the Community Action Board (CAB) and Assists with budgeting activities and successful distribution of bags at events etc



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<b>Visiting Garden Intern</b>	<b>Springfield Promise Neighborhood</b>	The intern will work with staff to support the Visiting Garden site, grow vegetables, distribute harvested produce to the local community, help with community events, and assist in summer programming held at the garden. The intern is welcomed as an ambassador for the local neighborhood and will support the efforts in Springfield. The intern will assist with the maintenance, management, and care of the garden including watering, weeding, and harvesting vegetables and herbs. The intern will also assist in the distribution of fresh food to the local neighborhood and provide ongoing support of families who are in need, which includes relationship building and problem solving. The intern will assist with the maintenance of the Garden site, including watering, weeding, and harvesting vegetables, and will assist with the regular schedule and maintenance of the garden.

	<b>Springfield Promise Neighborhood</b>	The intern will assist with the maintenance, management, and care of the garden including watering, weeding, and harvesting vegetables and herbs. The intern will also assist in the distribution of fresh food to the local neighborhood and provide ongoing support of families who are in need, which includes relationship building and problem solving. The intern will assist with the maintenance of the Garden site, including watering, weeding, and harvesting vegetables, and will assist with the regular schedule and maintenance of the garden.
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