



The Community Foundation of Herkimer & Oneida Counties, Inc.
2608 Genesee Street, Utica, NY 13502
| P: 315-735-8212 | F: 315-735-9363

leadfreemv.org

LEAD-FREE MV INTERNSHIP

REQUIREMENTS

Candidates for this internship should be passionate about the Mohawk Valley and its people. Ideal candidates will possess an interest in and commitment to addressing significant community challenges, primarily childhood lead poisoning prevention and healthy housing, and working collaboratively with human service agencies. Applicants should possess:

- Excellent communication skills, both verbal and written
- Excellent research and report writing skills
- Ability to work well both in team settings and individually
- Ability to interact with and work collaboratively with persons of diverse backgrounds
- Positive attitude, willingness to take direction, professional demeanor

RESPONSIBILITIES

- Conduct research and write reports related to childhood lead poisoning, healthy housing, public policy and other related topics
- Assist with other tasks related to the Lead-Free MV Coalition
- Work on the Lead-Free MV web portal
- Assist staff as directed, attend meetings, accompany staff on site visits, etc.
- Other duties as assigned

DETAILS

- 200 hours
- Paid
- Primary worksite: Foundation offices, 2608 Genesee St., Utica
- Some travel will be required; intern should have reliable transportation
- Reports to Strategic Initiatives Program Coordinator

ELIGIBILITY

- Open to college juniors, seniors, recent graduates and graduate students
- GPA of 3.0 or higher
- Major or degree in human services, interdisciplinary studies, political science, public administration or allied fields is preferred, but not required

HOW TO APPLY

Please email info@leadfreemv.org the following materials by May 24, 2019:

- Résumé
- Two writing samples
- Two letters of recommendation (academic and/or employer – no personal recommendations, please)

ABOUT THE FOUNDATION

The Community Foundation of Herkimer & Oneida Counties works in partnership with nonprofit organizations, community leaders and changemakers in Herkimer and



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Oneida counties to address regional needs through strategic initiatives and proactive grant-making. Since its founding in 1952, The Community Foundation has invested more than \$75 million in Oneida and Herkimer counties in support of economic development, education, health, and arts and culture.