



## **Creston Neighborhood Association Fall 2019-Winter/Spring 2020 Internship Descriptions**

Interested in learning from Grand Rapids' largest neighborhood organization through a meaningful internship?

Contact Megan Kruis for more information:  
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### **EVENT PLANNING INTERN**

1. Serve as the right-hand person to the Executive Director, having a role in every aspect of event planning.
2. Help recruit sponsors
3. Help publicize the event through appropriate media like print, social, press.
4. Help with logistical management: space planning and room set up, sign-in, and much more!
5. Volunteer recruitment
6. Event evaluation

### **COMMUNICATIONS INTERN**

1. Create monthly e-newsletter in partnership with many volunteers and CNA staff
2. Communicate with committee leaders to secure text, photos and weblinks
3. Manage Instagram in accordance with CNA's communications strategy
4. Schedule and maintain #triviatuesday series
5. Write articles or text for blog, the Rapidian and/or print newsletter.

### **FUND DEVELOPMENT INTERN**

1. Analyze organization's giving data to help create goals and tactics for Giving Tuesday and Year End fundraising campaigns
2. Create Giving Tuesday campaign under direction of Executive Director and Fund Development chair
3. Organize year-end fundraising campaigns under direction of Executive Director and Fund Development Committee chair
4. Research potential funders

### **GRAPHIC DESIGN INTERN**

1. Create a cohesive package of images for CNA's annual events: Annual Community Engagement Meeting, Perennial Exchange, Pancake Breakfast, Art Bash for Creston.
2. Design posters, flyers, chopsheets and info sheets on a regular basis for large and smaller-scale events

### **DATABASE MANAGEMENT INTERN**

1. Enter new data as it is received from event sign-in sheets and donations received.
2. Analyze data as needed to support fund development strategy and planning.
3. Perform regular database maintenance so that records and mailing lists are accurate.
4. Create instructions for others to effectively use the database to create lists, track down individuals, and enter new data.

### **COMMUNITY GARDEN INTERN**

The community garden season runs March through October, but there's plenty for an intern to do in the off-season as well!

1. Advertise community garden spaces through CNA communications channels (primarily e-news, Facebook) and make application available to interested neighbors.
2. Receive and process garden applications, working with executive assistant to receive payment. Assign plots. Maintain records.
3. Maintain communication with gardeners throughout season, including info about community work days and end-of-season clean up.
4. Host 4 large volunteer groups for various garden maintenance tasks (ex: weeding community spaces, repairs to garden beds).
5. Work with Living Green in Creston Committee to plant and maintain native plants/butterfly garden at Briggs Park.

### **COMMUNITY ORGANIZING INTERN**

Work alongside CNA Community Organizer to mobilize neighbors to pursue community goals, specifically on issues of Land Use, Safety, Environment and and/or Housing.

1. Canvas and door-knock to connect neighbors to opportunities to get involved.
2. Conduct surveys and focus groups as needed.
3. Help organize issue committee meetings.
4. Research issues as needed.
5. Work on various aspects of CNA's Census 2020 project.
6. Help organize and participate in Block Parties.
7. Research addresses of property owners that have problem rental properties.
8. Assist in revitalizing former Neighborhood Watch program.
9. Contact business owners/managers to set up an appointment to do self-inspection required by the GR Fire Dept.