



JGC Undergraduate Intern Position Summer 2012

Background and Purpose

The John W. Gardner Center (JGC) at Stanford University partners with communities to develop leadership, conduct research, and effect change to improve the lives of youth. Our work is rooted in the principles of community youth development: a community only prospers when its young people prosper, and young people only flourish in a flourishing community. Specifically, the Center believes in working in deep partnership with communities; bridging the gap between research, practice and policy; generating actionable research; providing opportunities for undergraduate and graduate students to contribute to research projects; and ultimately seeking to inform both the community at hand and the broader field about critical findings from our work.

During summer 2012, an undergraduate intern will have the opportunity to support the JGC's Communications Manager in the creation of the new communications platform for the Center.

Job Description

With the ongoing support and mentorship of JGC staff, the intern will engage in work that includes:

- 1) Support of JGC marketing and communications efforts. Tasks include:
 - collect and organize information to inform the design and production of JGC collateral material
 - collect, sort, and enter client contact information into JGC mailing list
 - support the JGC website development project
 - support the JGC-led Stanford team planning the John W. Gardner centennial event (Oct 2012)
 - support the strategic communications task force
 - support on-going communications activities
- 2) Participation as a member of the JGC staff community:
 - attend JGC all-staff meetings
 - learn about the work and communications interests of diverse JGC project teams

Learning Opportunities

The intern will be exposed to the following learning opportunities at JGC:

- Understanding the communications needs of an academic research institute



- Experience with information gathering, interviewing staff and organizing information
- Refining organization and database management skills
- Learning about communications theory and design

The intern will also be expected to submit a personal reflection about their internship experience and goals.

This position is a part time (approximately 15 hours/week) volunteer internship starting on May 29, 2012 and ending on August 23, 2012.

To apply, please send a cover letter and resume to Nancy Mancini at nmancini@stanford.edu