In an effort to continue the mutually beneficial relationship we share with our community partners, we have developed a list of tasks which could fulfill the required 5-hour-per-week internship requirement for seniors needing a remote internship experience. We want to do all we can to make this a win-win-win experience for our students, your organization and your clients.

- Assist with website editing or development
- Assist with brochure or other agency handout editing or development
- Manage a database non-confidential client or staff information
- Develop digital content for social media, email marketing, text-to-action, and website tools (Facebook, Twitter, Instagram, LinkedIn, Loomly, Campaign Monitor, WordPress, etc.)
- Design improved systems to enhance client services and relationships
- Support case managers with client engagement
- Attend staff meetings and non-confidential agency client meetings to observe
- Co-facilitate psychoeducational, tutoring, and other types of groups
- Maintain and develop media outreach list, support creation/distribution of press releases, social media toolkits, etc.
- Research state/federal policy issues impacting your clients; develop issue briefs and write brief reports/summaries
- Create a feature/success story to pitch to Oregon Public Broadcasting
- Design all aspects start-to-finish for an annual fundraiser to be conducted in post-COVID times; or develop a virtual fundraiser geared toward COVID-phase 2 parameters
- Conduct a literature review for a grant application
- Edit grant applications or create tables, analyze data and create visual data representations, etc.
- Assist with the development and implementation of the organization’s strategic communications and social media management plans, including the use of social media, the organization's website, and newsletters to promote policy, research and programs
- Assist with the development of branded graphics for use across marketing efforts
- Engage youth in agency programming
- Develop/update training manuals and materials for volunteers and/or staff
- Develop an internship manual for your organization
- Research the organization’s legislative advocacy issues for board meetings. This can include helping write & practice testimony and understanding upcoming or ongoing bills/legislative issues
- Use existing data sources, analyze and develop data visualization presentations to present disaggregated data by race, ethnicity, geography, etc.
- Vet software options to enhance staff efficiency
- Build media relationships
- Use Census Data Hub focused on COVID-19 response and explore opportunities to share data with partners to help inform current policy discussions
- Gather contact information for legislative candidates and create/send issues briefs to educate them candidates on issues pertaining to your clients
- Attend project meetings
- Read books or other materials to clients (e.g., young children, elderly)
- Help clients register to vote
- Organize online games, activities, or speakers for interested clients (children, youth, families, elderly)
- Develop a resource directory for clients