

Internship & Field Placement Policy

Adopted January 2024

While we recognize the enormous potential impact of working with interns and service learning students, as an all volunteer organization, TCP also often has limited capacity to supervise and mentor these volunteer placements. Individuals who would like to intern with us should read the following information and, if they feel they might be a good fit, reach out to us at info@thecenterproject.org.

We welcome proposals for working with us any time throughout the year, for any length of placement. However, we cannot guarantee that we will be able to take placements at a particular time or that a project will be a good fit for our mission or current efforts.

All are welcome to apply, but we give priority to LGBTQIA+ applicants, and are particularly excited to work with those who can help us grow to better serve people of color, disabled folks, and other multiply marginalized parts of our community.

Successful interns at TCP are...

- Self-motivated with a clear idea of how their internship can contribute to the work TCP does
- Flexible and able to fit their vision into the overall picture
- Able to communicate effectively with many different people
- Self-directed, able to problem solve and generate ideas independently
- Confident and ready to jump in

Individuals wishing to intern with us should:

- Submit a proposal, including the following information:
 - Contact Info
 - School, Program, Class
 - Placement Requirements & Point of Contact
 - Developed explanation of project idea / time with TCP
 - What is needed from TCP (i.e. supervision requirements, anticipated paperwork, # of hours/week, training / orientation, program assistance, etc.)
- Ensure that the proposal is in line with our mission and builds on our current programming and resources.
- Be aware of all program or class requirements, such as # of hours, deadlines, reports, goals, final projects, and supervision expectations.

Examples of Previous & On-Going Intern Projects

- Develop promotional and marketing materials (brochures, web landing pages, etc.)
- Participate in collaborative program development.
- Create logos, templates, and graphic design content.
- Assess social media impact and develop targeted social media content.
- Survey community resources and identify gaps in networking and communication.
- Develop new programming and resources for a wider, more diverse community.

Current Organizational Needs

- Volunteer recruitment, training, and organization.
- Social media management.
- Major fundraising event planning.
- Support 20th anniversary committee efforts into 2024.
- Programming & resource development, particularly related to Inclusivity, Diversity, Equity, and Accessibility.