

Valerie Warren

c/o Fund for Democratic Communities

620 S. Elm Street

Suite 355

Greensboro, NC 27406

Short form for forwarding:

Participatory Budgeting Project (PBP) Greensboro Internship

The [Participatory Budgeting Project](#) (PBP) is seeking interns for Spring - Fall 2017. The intern will assist with local PB processes and will work from our Greensboro location at least 15 hours per week, starting April 1st until December 1st. The position is ideal for talented individuals eager to explore the potential of participatory democracy, further their volunteer coordinating and community organizing skills, and gain professional experience with a growing non-profit organization.

Deadline: March 10 priority deadline, with rolling review. To apply, send a cover letter and resume to jobs@participatorybudgeting.org by **March 10**. **Please indicate in the subject line Greensboro PB 2017 Internship** . Early applications are encouraged -- applications will be reviewed and interviews scheduled on a rolling basis.

Participatory Budgeting Project (PBP) Volunteer Coordinator Internship

About PBP:

The Participatory Budgeting Project, Inc. (PBP), a nonprofit organization based in New York City and Oakland, is seeking part-time interns for Spring - Fall 2017. Our mission is to empower people to decide together how to spend public money. We work with elected officials, government agencies, and community groups in the US and Canada to set up participatory budgeting (PB) processes that give local people real power over taxpayer

money. Through our work in cities such as New York, Chicago, Toronto, and Vallejo (CA), we have engaged over 200,000 people and 500 organizations in deciding how to spend \$170 million.

About PB Greensboro:

PB in Greensboro engages community members in making direct decisions about how \$500,000 of the city's budget is spent on community improvements. Residents can participate regardless of their citizenship status. PB in Greensboro represents an excellent opportunity for communities to be civically engaged, to collaborate with their neighbors and local government in making important decisions about the equitable distribution of community resources, and to educate city government and residents about the needs, interests, and priorities of their communities.

The internship is ideal for individuals interested in exploring the potential of participatory democracy and gaining experience in the internal operations of a growing nonprofit while furthering their skills in volunteer coordination & community organizing. The position(s) will be based in our Greensboro location.

Interns may be current or recently graduated students in any relevant degree- or certificate-granting program (2-year or 4-year college, graduate level), or professionals in transition (of any educational level) who are looking to develop new skills.

Responsibilities:

- This position will recruit, train, and coordinate volunteers to assist in implementing Participatory Budgeting (PB) in Greensboro during the 2017 cycle. This will include outreach, promotion, assisting with training and orientation, and managing volunteer activities at community events.
- The purpose of this position is to increase involvement, awareness, and access to the PB process throughout the city, with special focus on increasing the participation of immigrant communities.

Key activities:

- Develop volunteer recruitment and management system, including developing a recruitment plan, and interviewing, screening, selection, orientation, and training of volunteers.
- Maintain social media platforms for volunteer awareness and outreach; create promotional, informational and training materials related to volunteer recruitment and activities
- Set clear expectations for volunteers as to their roles and functions; orient them to participatory budgeting; manage volunteers so that work is completed; work with PBP staff to develop volunteer job descriptions
- Provide ongoing communication to volunteers concerning participatory budgeting opportunities and events
- Assign volunteers to support program events and activities; confirm and ensure volunteers are in attendance; communicate schedule information to site supervisor and relevant volunteers as needed
- Maintain records and data regarding general and volunteer participation in events, volunteer and organizational contact information, and activity logs

- Develop and implement a structure for volunteers to provide feedback about their experience
- Understand and describe the participatory budgeting process to community members and volunteers for the purpose of volunteer recruitment and support of community events.
- Be prepared to adjust hours as needed to participate in community events taking place on evenings and weekends; track hours and communicate about changes in hours and limitations in schedule in a timely manner.
- Attend community events in various locations around the city; supervise volunteers at events; attend events from start to finish unless otherwise agreed on with site supervisor.

The ideal candidate will have:

- Experience managing others or leading teams to complete tasks and projects
- Comfort in speaking in public, and conducting in-person, email, and telephone outreach
- Experience with multiple social media platforms
- Self-motivated and able to see projects through to completion
- Experience with Microsoft Office and Google Docs
- Ability to work with people from a wide variety of racial, ethnic, socio-economic, and religious backgrounds and with diverse cultural and gender identities

Pay:

Interns will be paid \$11/hr.

PBP is an Equal Opportunity Employer, strongly committed to building a staff that represents the diversity of communities we work in. For more information, visit our website at www.participatorybudgeting.org.

To apply, send a cover letter and resume to jobs@participatorybudgeting.org by **March 10**. **Please indicate in the subject line Greensboro PB 2017 Internship** . Early applications are encouraged -- applications will be reviewed and interviews scheduled on a rolling basis.