



Organic Oneness UIUC Spring 2022 Internship Program

About Organic Oneness

Organic Oneness is a grassroots, social justice organization that co-creates with communities to mobilize systemic change, healing, and wellness, foregrounding Black, Indigenous, and People of Color (BIPOC). We are a nonprofit, non-commercial organization.

Programming Internship Description

Using modes of Consultation as a decision-making process, interns will develop content and or programming that enhances the overall goal of Organic Oneness. Attend programs, meetings, and utilize recommended resources that will help interns develop professional skills essential to community organizing and non-profit work. **The internship involves 8 hours of work per week with a \$750 stipend.***

The programming intern will support the co-directors by providing assistance regarding planning, organizing, and implementing of Organic Oneness programming at the UIUC campus. **This is an academic-semester position, starting on February 7th and ending on June 30th 2022.**

Desired Knowledge, Skills and Experience

1. Personable, open minded, and has the ability to work well with others.
2. A friendly, responsive, and patient approach.
3. Professional integrity.
4. Competency in Microsoft Office and Google Workplace.
5. The ability to meet deadlines and complete all tasks with excellence.
6. Strong organizational skills.
7. Strong communication and interpersonal skills, including both writing and verbal.

Principal Duties and Responsibilities **

1. Support the team in creating and researching themes, ideas, games, and events for Organic Oneness campus and community events.
2. Support with the planning and execution of the 2 leadership development events.
3. Create and maintain a database of UIUC stakeholders and events.
4. Assist with event preparation and day-of execution, including creating planning guides and logistic timelines.
5. Contribute to post-event reports/evaluation efforts.
6. Attend weekly staff meetings.
7. Other duties as requested.

**The internship program at Organic Oneness will require 8 hours per week. The internship program will run from February 7th to June 30th, 2022, the last month of June can be virtual if the student is off campus. In the event of a spring break trip, the interns travel and lodging expenses will be covered up to the allowed budgeted amount. There will be two scheduled payments of \$375 that will total the \$750 stipend –first week of April and last week of June. We will work with the University to provide course credit for the program if you desire.*

***Training will be provided to complete said duties and responsibilities*