

Spirit Mountain Community Fund Scope Of Work For Marketing/PR Interns

Who we are:

Spirit Mountain Community Fund is the philanthropic arm of the Confederated Tribes of Grand Ronde. The fund was established in 1997 as a way for the Tribe to give back to our neighbors and citizens.

Spirit Mountain Community Fund donates about \$5 million each year to local programs and services that benefit citizens striving for self-sufficiency. Like other funders, Spirit Mountain Community Fund would like to support programs that address the roots of problems rather than focusing on fixing symptoms. We are also very interested in creative solutions — new partnerships, new ways of addressing issues.

Spirit Mountain Community Fund's mission statement is...

"The Confederated Tribes of Grand Ronde through the Spirit Mountain Community Fund fulfill their Native tradition of potlatch, a ceremony at which good fortune is distributed. The Spirit Mountain Community Fund's focus is to improve the quality of life in Northwest Oregon through community investments that provide lasting benefits consistent with the Tribe's culture and values."

Our guiding principles are:

Promoting Native American values and history through charitable support of programs addressing needs in the following areas:

- ◆ Education
- ◆ Health
- ◆ Public Safety
- ◆ Arts & Culture
- ◆ Environment
- ◆ Historic Preservation
- ◆ And other charitable activities

Acting with compassion and consideration for community citizens, especially those who are less fortunate, and helping them become self sufficient and sustainable community members by:

- ◆ Supporting the aspirations of youth,
- ◆ Respecting and honoring Elders,
- ◆ Assisting in developing self sufficiency while sustaining and preserving the air, water, land and its inhabitants.

Recognizing the value of a rich, diverse society and supporting organizations that respect and celebrate diversity.

This Opportunity:

As an organization, our purpose is to support the Board of Trustees in making grants to agencies that support our primary categories of giving. As a Tribal foundation, we also would like the citizens of our 11-county service area to know about the contributions that our Tribe is making in their neighborhoods. These intern positions will allow us to provide supportive services to our grant recipients — public relations and marketing support. We'd also like to have these positions develop some stakeholder surveys as well.

Spirit Mountain Community Fund provides funding in 11 counties in Western Oregon (see our website for the complete list- <http://www.thecomunityfund.com/>). We will hire three interns in the following areas to support our grant recipients:

- 1) Portland metro area
- 2) Salem or Mid-Willamette Valley
- 3) Southern Mid-Willamette Valley (e.g. Albany, Eugene, Corvallis)

Skills & Abilities for success in this internship:

- ◆ We have a graduate student preference, but will consider undergraduates with related experience
- ◆ We prefer candidates with some marketing and/or public relations experience, but will consider graduate students with strong written and oral communications skills and proven success

◆ Candidates must have excellent writing skills

◆ Candidates must have excellent oral communication skills

◆ Proven creativity and problem solving skills

Expectations & opportunities:

These three interns will work with new and existing Spirit Mountain Community Fund grant recipients in developing press releases and other materials that let their communities know of the fund's investment in their program and community.

Interns will work with the team (SMCF staff and the other interns) on designing, implementing and correlating data from surveys to determine the perception of SMCF:

◆ Non-profit executives in our 11 county area

◆ Our board members

◆ Other stakeholders (e.g. other foundations, etc.)

Interns will also work with SMCF staff to develop a menu of recognition opportunities once a grant is made. We will also explore grantee evaluation measurement and tracking.

Compensation:

Spirit Mountain Community Fund will pay each intern \$2,500 for a one year internship. We will make four quarterly payments of the stipend—SMCF may withhold payments for lack of performance. SMCF will also reimburse interns for any mileage or other expenses (that are approved by our Director). These funds will be taxable, but since these are subcontract positions, Spirit Mountain Community Fund will not withhold tax payments—selected contractors will be responsible for making their own tax payments for any liability.

Timing:

Interns will begin work on October 2, 2006.

Application Materials:

Please submit one copy of the following materials for our review:

- 1) A resume detailing your education and experience relevant to this opportunity.
- 2) A sample press release written by the applicant.
- 3) A two-page self introduction for the staff and Trustees.
- 4) An official copy of your transcripts (both graduate and undergraduate if appropriate).
- 5) A letter of recommendation from one of your current or former professors (we would prefer one from a marketing or journalism professor—whichever is most relevant to this opportunity).

Deadline:

Application materials are due to our office on September 15, 2006.

Work period

October 2, 2006 through September 30, 2007.

Average work week expectations

The average work week will be about 5 hours on average, but depending on projects, activities and your school's schedule, time will fluctuate.

More Info:

Shelley Hanson, Director
Spirit Mountain Community Fund
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Grand Ronde, OR 97347
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SEPTEMBER MEALSITE MENU

			FRIDAY, SEPT. 1 Corn Beef & Cabbage
TUESDAY, SEPT. 5 Chicken Fettuccine Salad Breadsticks	WEDNESDAY, SEPT. 6 Chef Salad Rolls Fruit	THURSDAY, SEPT. 7 Tater Tot Casserole Salad Fruit	FRIDAY, SEPT. 8 Boxed Lunches
TUESDAY, SEPT. 12 Meatloaf Mashed Potatoes/Gravy Vegetables	WEDNESDAY, SEPT. 13 Hot Dogs Macaroni Salad Baked Beans & Fruit	THURSDAY, SEPT. 14 BBQ Pork Red Potatoes Salad & Fruit	FRIDAY, SEPT. 15 Beef Stew Salad Rolls
TUESDAY, SEPT. 19 Citrus Chicken Rice Pilaf Vegetables & Fruit	WEDNESDAY, SEPT. 20 French Dip Tater Tots Salad & Fruit	THURSDAY, SEPT. 21 Spaghetti Salad French Bread & Fruit	FRIDAY, SEPT. 22 Taco Soup Rolls Salad
TUESDAY, SEPT. 26 Liver & Onions Salad Fruit	WEDNESDAY, SEPT. 27 Chicken Enchiladas Salad Fruit	THURSDAY, SEPT. 28 Chili Cornbread & Salad Birthday Meal	FRIDAY, SEPT. 29 Cook's Choice (Breakfast)

**ELDERS EAT FIRST. TRIBAL ELDERS AND SPOUSES EAT FREE. DONATIONS ARE WELCOME.
ALL OTHERS ARE \$5 & MUST CALL THE MEAL SITE BEFORE 9:30 A.M. AT 503-879-2410.**

FLUTE CIRCLE

We meet once a month and play the flute and drums. The group plans on helping with fund raisers for places like the women's shelter and food bank. Flute Circle Membership is FREE.

If you are interested in coming and playing, contact Jan Michael Looking Wolf at 503-474-0975 or e-mail: reibach1@comcast.net.

Please note that we receive numerous Tribal life (birthdays, announcements, etc.) each month. Due to space issues, sometimes we do not have enough room to put them in the issue you may have requested. They will be put in as soon as space is made available in upcoming issues. Thank you for your understanding.