



Rural Engagement & Vitality Center

BIC Facilitation Student Intern

The Blues Intergovernmental Council (BIC) is an overarching entity for planning and guidance around land management issues related to the Blue Mountain Forests. By integrating and respecting the unique values of tribal, federal, state and county governments, the BIC will develop zones of agreement that can be used by the USFS to develop broadly supported forest plans for the Malheur, Umatilla, and Wallowa-Whitman National Forests that form the Blue Mountains.

The student intern in this position will be responsible for providing professional public affairs support for our Rural Engagement and Vitality (REV) Center and staff, mainly through meeting facilitation services. In addition, the student will be given tasks associated with other projects as they arise. These could include managing contact lists, gathering information, providing meeting summaries, or producing short reports and documents that could be shared with partners.

This internship is open to all students, regardless of major. However, a student in politics, policy, or public administration related to natural resource management might take particular interest in both the subject matter as well as the resume-building opportunities this position would afford.

Access to a computer with internet, and ability to attend remote and in-person meetings will be necessary.

Duties and Responsibilities:

- Attend internal staff meetings
- Attend monthly meetings of the full BIC, steering committee, and subcommittees
- Take notes and provide summaries of meeting for membership
- Provide other professional business support such as communications and event planning or preparations
- Conduct correspondence with various entities in a professional manner
- Manage the contact lists

Eligibility Requirements:

- Attending EOU (on campus or online) and enrolled in a minimum of six (6) credits
- In good academic standing

Skills and Selection Criteria:

- Professional demeanor at meetings and through correspondence both on campus and with external partners
- Ability to work independently and complete a project to required specifications

- Attention to detail
- Skill or ability to learn and use Microsoft Word, Excel, Google Drive, Zoom, etc

Potential Learning Outcomes

- Student will demonstrate the ability to act in a professional manner in the business community
- Student will gain an understanding of the collaborative process for developing agreements between diverse stakeholders

Pay and Hours:

- One internship is available
- 4-8 hours per week at pay rate of \$15.75 per hour
- Position will run from date filled through July 31, 2027

Send your resume to Grace Donovan (gdonovan@revcenter.org) at Rural Engagement and Vitality (REV) Center stating your interest in this position, what your major is, and what you hope to gain from this internship.

Equal Opportunity Employment Statement

REV is as an Equal Opportunity Employer and is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities and employment without illegal discrimination on the basis of age, color, handicap, national origin, race, marital status, religion, sex, sexual orientation, gender identity, gender expression or any status as protected by state or federal law.