

**Systems Change**

**Intern Job Description**

**Address:** 3532 Franklin Street, Suite G, Denver, CO 80205

Phone Number: 303-292-3144

Contact: Ana Soler, Senior Facilitator and Director of Youth Initiatives

**About the Canopy**

The Civic Canopy is a nonprofit organization whose vision *is the many working as one for the good of all*. The Canopy facilitates the connections, innovation and results needed to build stronger neighborhoods, healthier communities, and a more just and civil society. The organization provides a way to connect and align the work of individuals, agencies, and systems to focus on key outcomes that matter to everyone. As such, every engagement is viewed as an opportunity for long-term partnership, weaving together the sometimes isolated systems for greater community impact.

# Civic Canopy Systems Change Intern

Much of the work the Civic Canopy does in the community—promoting cross-sector collaboration, strategic planning, group facilitation, public process development, creating networks of partners working toward common goals—falls into the emerging field of “collective impact” approaches to community development. In their groundbreaking article of the same name in the *Stanford Social Innovation Review*, Kramer and Kania (2011) distinguish isolated efforts from collective impact approaches based on 5 conditions, all of which pertain to the Canopy’s work: common agenda, shared measurement systems, mutually reinforcing activities, continuous communication, and backbone support organizations. This internship provides hands-on experience with the skills needed to help organizations and communities achieve more by working together than they can by working in isolation.

Responsibilities

* Assist in research (best practices, evaluation, etc) process of statewide projects in early childhood and youth (9 to 25 years old)
* Assist in the development of planning documents to use in the scope of statewide projects
* Take detailed notes at meetings and produce clear final notes for dissemination with quick turn-around
* Assist in the development and implementation of surveys, inventories, and interviews
* Assist in communication with project partners to ensure follow up on action items
* Provide general support to partners and facilitators prior to, during, and after meetings
* Compiling and entering contact information into the Canopy database / Sales Force
* As needed and appropriate, facilitate meetings with stakeholder groups

Requirements

* Comfortable with Microsoft Office, particularly in the use of excel and access
* Proficient researcher and able to summarize lit reviews
* Proficient note taker during meetings and able to turn notes around
* Excellent writing and oral communication skills
* Skills working with diverse groups and partners
* Willingness to take on new and unexpected opportunities

Bonus Points

* Bilingual Spanish/English
* Group facilitation skills

**Training And Development**

We are committed to providing training and hands on opportunity for applying concepts, theories and ideas to the work of the Civic Canopy.

**About The Civic Canopy**

The Civic Canopy has been incorporated as a non-profit for 5 years. We are a small operation with 8 FT/ 1 PT employees and 2 interns from University of Denver Social Work program.

**Technology Requirements**

* E-mail
* Facebook and other social media as is necessary
* DropBox (for sharing files with staff)
* Office suite of programs

**Other Requirements**

Collective Impact Interns will be required to use a computer, be in communication with The Civic Canopy Staff, and meet with supervisor twice a month.

**Meetings**

Interns attend a staff meeting monthly as part of the internship. All staff meetings are held every two weeks, on Thursdays from 9:30-11:00 am.

**To Apply**

* Please visit www.civiccanopy.org and learn more about our team and work. Please follow the application process for your institution of higher education. For more information email Ana Soler - [ana@civiccanopy.org](mailto:ana@civiccanopy.org).

This position will remain open until filled.