



# Northwest Cooperative Development Center

*Fostering community economic development through the cooperative business model*

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## Internship Description

**Position Title:** Research Intern

**Description:** The Intern will play a key role in providing support through researching industry information, compiling data and presenting this information in an organized manner. The Intern will work with staff to effectively manage any project they are involved with. The internship will provide significant opportunities to learn about nonprofit administration, co-op business models and the industries in which a project is focused on.

NWCDC is a small nonprofit that facilitates the growth of cooperatives in the Northwest. At any given time, the Center has around 10 separate yearlong projects in which the Center provides support and assistance. These projects vary in scope and involvement. The Center has worked in industries as varied as from natural foods to value-add agriculture and from renewable energy to sustainable forestry.

**Duties:**

- Conduct masters level industry research
- Active participating in the Center's team
- Variety of project specific activities; database management, report writing, grant writing
- General program support to other Center projects

**Compensation:** Unpaid, but we can provide:

- Instruction and mentorship
- Work experience
- Networking opportunities
- A verbal reference and/or a written letter of reference

**Time Commitment:** 10 to 30 hours per week; flexible to intern's needs

**Qualifications:** We are looking for someone who is:

- Proficient in standard office software; primarily Word and Excel
- Self-directed, self-motivated and able to work with a team
- Flexible and able to multitask
- Comfortable with gathering information by phone, internet or databases
- Able to utilize a broad range of skills, as many diverse projects are underway
- Fast learner

**How to apply:** email a resume or call to set up an informational interview

**Contact:**

Eric Bowman

[eric@nwdcdc.coop](mailto:eric@nwdcdc.coop)

1063 S Capitol Way # 211 | Olympia, WA 98501  
p.360.943.4241 | f.360.570.8415 | [www.nwdcdc.coop](http://www.nwdcdc.coop)