



2025 Summer Intern

POSITION TITLE: Summer Intern

ORGANIZATION: Neighbors of Belknap Lookout (NOBL)

LOCATION: Grand Rapids, MI

DURATION: 3 months (June - August, 2025)

SCHEDULE: Part-time & flexible (approximately 10 hrs/week). Typically in-person 2 days per week, with occasional Saturdays.

COMPENSATION: \$500 stipend. May fulfill college credit requirements.

ADDITIONAL BENEFITS: Professional resume and cover letter review, interview training, professional references, mentorship, and networking with the community.

ABOUT THE ORGANIZATION:

Neighbors of Belknap Lookout (NOBL) is a non-profit, community-building neighborhood association located on the NE side of Grand Rapids. NOBL's mission is to empower residents of the Belknap neighborhood to identify their interests, support their well-being, and facilitate community health and prosperity. Since its incorporation in 1980, NOBL has actively collaborated with neighbors to develop programs and activities that address community concerns, including public safety, neighborhood beautification, and an improved quality of life.

INTERNSHIP OVERVIEW:

NOBL is seeking an enthusiastic summer intern to join our team for a 3-month internship from June through August 2025. This internship offers a flexible schedule of approximately 10 hours per week and provides valuable opportunities for hands-on experience serving a diverse neighborhood through community engagement, event coordination, and communications.

QUALIFICATIONS:

- Must be 18+.
- Current college enrollment or recent graduates are preferred.
- Strong communication and interpersonal skills.
- Proficiency in Canva, Facebook, and Mailchimp (or ability to learn)
- Ability to work both independently and collaboratively.
- Passion for building and serving the community.

INTERNSHIP SCOPE:

1. Event Planning & Coordination:

- a. Help bring events like the *Lookout Cookout (July 12)* to life
- b. Assist with set-up, logistics, marketing, and community engagement
- c. Support interactive activities during events, like games or resource tables

2. Community Outreach & Engagement:

- a. Develop creative ways to connect with neighbors and local businesses
- b. Go door-to-door to promote events and collect input
- c. Design surveys and outreach tools to better understand community needs
- d. Assist at the Belknap Community Garden and other outdoor volunteer projects

3. Communications & Content Creation:

- a. Design flyers, social posts, and newsletter features
- b. Help manage NOBL's social media and tell our story online
- c. Contribute to a new neighborhood directory project
- d. Create materials that raise awareness about trash equity and responsible waste practices

4. Wrap-Up & Reflection:

- a. Analyze engagement outcomes and suggest improvements
- b. Create a short final report to showcase what you've learned and achieved

APPLICATION CLOSING DATE: 11:59pm, May 11, 2025

HOW TO APPLY:

Submit a resume and cover letter to Kristina Colby, Executive Director, at Kristina@BelknapLookout.org. Applications will be accepted until May 11. Interviews will be scheduled the week of May 19.

NOBL is an equal opportunity employer. [Read our DEI statement](#). We encourage candidates from diverse backgrounds to apply.