Catalysis LLC Strategic & Program Planning Internship Overview

Catalysis LLC is a strategic planning firm based in Portland. Chris Wallace Caldwell and her team provide a customized process to facilitation and planning, making full use of the internal expertise, knowledge and values of an organization, as well as the external perspective of key stakeholders in the organization’s mission. In addition, we provide science and engineering outreach program support for global healthcare companies, including training, materials and evaluation of employee volunteering programs around the world.

Potential internship projects include the following:

Strategic Planning Projects
Assistance with strategic planning meetings with several organizations developing long-term organizational plans. Specific current clients include the OHSU Department of Pediatrics, City of Portland Environmental Services, and Regional Water Providers Consortium. Responsibilities could include helping with advance planning for meetings, facilitation and note-taking, and meeting analysis and summaries.

Ongoing Planning & Group Facilitation Projects
Provide assistance with ongoing planning efforts, including support for the OHSU Women Research Leadership Group and the OHSU Office of Equity and Inclusion Unconscious Bias Leadership Program. Responsibilities could include meeting strategy and approach, ensuring a positive and engaged process.

STEM Outreach Programs
Support for two global healthcare companies providing STEM outreach opportunities for employees. Responsibilities could include assistance in program content development, STEM kit preparation and shipping, participation in training calls, and compiling and analyzing program metrics from surveys and participant numbers.

Relevant Skills
- Project Management
- Strategic planning
- Qualitative analysis
- Group Facilitation
- STEM outreach
- Communication for an international audience
- Program evaluation

Project Personnel
- Intern Supervisor: Chris Wallace Caldwell, President Catalysis LLC
Application Requirements

- All interested applicants are encouraged to contact Chris Wallace Caldwell directly (503-200-0442 | cwallace@catalysisllc.com) to discuss preliminary ideas for an internship, to better determine the weekly hour time commitments and the duration of the internship.
- Letter of intent, outlining interest in the internship, qualifications and preliminary goals.
- Letter from applicant’s PI indicating their support, acknowledging that the student fits the necessary requirements and can devote dedicated time to the internship.
- Resume or CV

Internship Overview

- Internships duration is flexible
- Hours range from 8 – 20 hours a week
- Compensation may be available
- One intern will be selected during this internship cycle
- Interns will work collaboratively with Chris Wallace Caldwell to develop their internship curricula, timeline, hours, and expectations

Internship Timeline

- Internships will be announced in July, with an application deadline of July 31st.
- All internship materials should be emailed to Jackie Wirz as PDFs by July 31st.
- Chris Wallace Caldwell and Jackie Wirz will review applicants. The successful applicant will be chosen and notified by mid-August.
- The intern will work with Chris Wallace Caldwell to design their internship with discrete learning objectives, goals, and outcomes. These will be submitted to Jackie Wirz within one month of the internship start.
- Following review of the internship experience, Chris Wallace Caldwell, Jackie Wirz and Allison Fryer will issue a statement of completion and a letter of recommendation for the intern.