

Community Impact Internship Fall 2010, Spring 2011

ABOUT OUR ORGANIZATION

United Way of Riley County (UWRC) is a nonprofit organization that works in partnership with local community leaders, businesses, government agencies, other nonprofits, and individuals to build a stronger, healthier community. By focusing on the issues of Education, Income and Health, we create long-lasting and positive changes are made in the lives of children, families, and individuals.

STATUS

Intern, Part-Time (8 to 15 hours per week - time commitment may vary according to the intern's arrangement and request). Hours are flexible.

REPORTS TO

The Community Impact Chairmen (Education, Income, and Health) and the Executive Director.

ACADEMIC CREDIT

If intern wishes to receive academic credit for the internship, it will be the intern's responsibility to make arrangements with his or her school. United Way of Riley County will provide the necessary job description and performance review upon request.

POSITION SUMMARY

The Community Impact Intern is responsible for planning, contacting, coordinating, and conducting Community Impact Council Meetings. The intern will also contact potential partners identified by the council and schedule and plan cultivation meetings.

The Community Impact initiative funds and partners with successful community nonprofit organizations to meet our goals in education, income, and health. With our Community Impact Partners, we are engaged to:

- Meet basic needs for struggling families.
- Strengthen after-school programs to facilitate social and academic development and good nutrition habits.
- Ensure that families are financially stable.
- Engage the community and mobilize resources to create a positive change.
- Programs operated directly by United Way of Riley County include:
 - **FamilyWise Prescription Program** - discount prescriptions
 - **211** - toll free social service referral call center
 - **Emergency Food and Shelter Program/FEMA** - administer federal funds to local agencies for food and shelter

Responsibilities - Possible Areas of Focus:

- Research strategies, including grant opportunities, to improve community impact effectiveness and meet the goals of United Way of Riley County.
- Prepare and review comprehensive analysis for Community Impact Council Meetings.
- Review and monitor local and state budget cuts and identify effect on local services.



- Research and identify community development needs and activities, and help strategize UWRC's response and involvement.
- Research and program evaluation (administering and collecting surveys, inputting data, analyzing and reporting results.)
- Volunteer coordination.

QUALIFICATIONS

- Currently enrolled in college, and an academic/career interest in non-profit management or communications.
- Excellent written and verbal communication skills.
- Ability to work independently, manage time effectively, organize multiple tasks, and meet deadlines.
- Ability to think creatively and to share ideas.
- Possess the talent needed to build and maintain relationships with individuals, community groups, agencies, organizations, businesses and institutions.
- Must demonstrate basic computer skills; proficiency with a Windows operating system (Word, Excel, Internet and Data Base management).

PHYSICAL REQUIREMENTS

Must be physically able to lift/move up to 20 pounds. Must be able to stand, walk, or sit for extended periods of time. The candidate also assists with the gathering of supplies for community events or presentations as well as creating displays and hanging signage.

SALARY

This is an unpaid internship.

WHAT YOU WILL GAIN

- Non-profit policy development experience.
- Flexible hours - with appropriate notice, the supervisor will work to schedule hours around exams and other deadlines.
- The opportunity to interact with other professionals in the business, government, academic and nonprofit sectors.
- A great professional recommendation for your valuable work.

SUPPLEMENTAL QUESTIONS

1. What are your career and academic goals?
2. What do you expect out of an internship at United Way?
3. What special qualities do you feel you will bring to this internship?
4. What is the time frame (day/month to day/month) that you expect to serve, and what days and hours are you available to work?

PLEASE SEND COVER LETTER, RESUME AND ANSWERS TO THE SUPPLEMENTAL QUESTIONS TO:

Dianne Paukstelis, Executive Director, at director@unitedwayrc.org.

United Way of Riley County (UWRC) is an equal opportunity employer.

Background checks are performed and internships are contingent upon successful screening.

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