

Title: Intern – Administration
Reports to: Executive Director
mreabold @unitedwaywashcounty.org
Time Commitment: Hours and work dates are flexible within 9 a.m.-4:30 p.m. workday.
Deadline: Applications accepted throughout the year.



Purpose of Position:

Internships are meant to provide a direct benefit to the student as well as to United Way of Washington County, MD. Interns are expected to provide valuable support to their direct supervisor; oversee at least one significant project to its completion; and develop skills related to the area of function.

The intern's role is similar to the employee in that they are expected to participate in activities that help fulfill the mission and vision of United Way.

This team works with multiple team members performing administrative work, such as resource development and finance.

Projects may include:

1. Development of action plan to increase individual engagement with United Way.
2. Development of action plan to improve office workflow to include monitor and track supplies.

Specific duties may include:

- Assist Director of Development in preparing campaign related materials.
- Assist with planning and executing various activities and events.
- Assist Director of Finance with any financial tasks.

Qualifications & Benefits of Internship

- Individual will be outgoing, comfortable in new situations.
- Strong computer skills with Microsoft Office (e.g., word, excel) and general Internet and electronic communications.
- Excellent skills in communications, including oral, written and verbal.
- Demonstrated organization, follow-up, analytical and problem solving skills.
- Effectively manages time and demonstrates flexibility in being responsive to ever-changing needs.
- Gain valuable experience in customer service, fundraising, and volunteer management.
- Broaden knowledge of United Way and the needs of our community.

Apply: Please submit a cover letter indicating your interest and what you hope to gain through this internship experience along with your resume.