

Title: Intern –Community Impact & Investments
Reports to: Community Impact Director
ksaxman @unitedwaywashcounty.org
Time Commitment: Hours and work dates are flexible within 9
a.m.-4:30 p.m. workday, may include night and weekend events.
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.

Projects may include:

1. Develop plan of action for educationally-focused quarterly meetings for local health and human service executive directors' and key staff.
 - a. May include enlisting presenters, creating agendas with objectives, etc.
2. Create and implement communications plan that highlights community investments as related to annual grant awards.
 - a. May include creating infographics.
3. Create and implement communications plan to promote annual Day of Caring.
 - a. May include interacting with local media.

Specific duties may include:

- Assist director in preparing for community impact related meetings and providing any subsequent follow-up to volunteers and agencies.
- Provide support to agencies to prepare quarterly reports as required.
- Assist with activities related to federal grants UW receives.
- Assist in researching and requesting funds from other avenues (e.g., grants).

Qualifications & Benefits of Internship

Enrolled in degree program in the area of Business, Marketing, Communications, or related field.

- 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 civic engagement and grant administration.
- 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.