

Title: Intern – Finance & Operations

Reports to: Finance Director

karen @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.

Specific duties may include:

- Assist with all accounting functions including preparing for audit;
- Manage office supply inventory;
- Ensure all financial policies and procedures are followed;
- Assisting team by maintaining workflow, office equipment and developing office procedures.

Qualifications & Benefits of Internship

Enrolled in degree program for Business Admin or related field.

- 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 nonprofit management and finance.
- 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.