

**Title:** Intern – Resource Development

**Reports to:** Executive Director

mreabold @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 to promote workplace engagement with United Way.
2. Create communications plan to engage the public with United Way.
3. Create work plan for special events.

**Specific duties may include:**

- Assist manager in preparing campaign related materials.
- Provide support to local companies to include strategic planning, marketing and presentations that will lead to successful workplace campaigns.
- Assist with planning and executing various activities and events.
- Assist in researching and requesting funds from other avenues (e.g., grants).

**Qualifications & Benefits of Internship**

Enrolled in Associate/Bachelor's/Masters level 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.
- Understands social media and how to use it appropriately.
- 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.