

**Title:** Intern –Volunteer Connect  
**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 to provide year-round Volunteer Connect training for agencies and individuals.
2. Create and implement communications plan to promote volunteerism.

**Specific duties may include:**

- Assist with activities related to volunteer projects.
- Assist in researching and requesting funds to support and promote county-wide volunteerism (e.g., grants).

**Qualifications & Benefits of Internship**

Student will be 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 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.