



Job Description: Community Impact Intern
Posted 12/16/2020 - Position open until filled

Description: United Way of the Ozarks (UWO) seeks a dynamic self-starter to assist with our annual Community Investment process, COVID-19 response efforts, and other administrative functions. This internship offers an excellent opportunity to experience various aspects of nonprofit program management while working for a well-known, community-based nonprofit organization.

Responsibilities:

COVID-19 Response:

- Assist with the collection & distribution of COVID-19-related supplies for our 22 nonprofit partners and the community at large
- Lead the communication efforts regarding UWO's local response to COVID-19, including drafting social media copy, blog posts, media releases, and newsletter updates
- Administrative tasks to support the hybrid remote/office environment necessary for COVID-19 safety, including processing mail, answering phones, receiving packages, light cleaning, and assisting office visitors
- Assist the UWO team with other COVID-19-related projects as assigned

Community Investment:

- Assist the Director of Administration in all aspects of Community Investment (CI), the annual fund distribution process through which United Way allocates funding to its 22 nonprofit partners
- Develop digital and written communication to CI panelists and presenters
- Organize nonprofit funding proposals and other materials for review by the CI panel and UWO Board
- Other Community Investment-related duties as assigned

Qualifications:

- Completed or working toward a college degree, preferably in a related field (e.g., social work, nonprofit/public administration, business administration, sociology)
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task, and meet deadlines
- Ability to communicate professionally, both written and oral
- Must be computer literate (working knowledge of G Suite, Microsoft Office, video conferencing, etc.)
- Enthusiasm for the mission of United Way of the Ozarks and serving the community
- Previous nonprofit experience or related experience is a plus

Dates of Internship:

- Spring semester 2021 (start by mid-January)
- Requires a minimum 4-month commitment

Hours:

15-20 hours/week, divided between at least three shifts per week. Some hours can be completed remotely.

Compensation:

This is an unpaid internship. United Way will work with intern's college or university to support class credit if desired.

To Apply:

Please send a cover letter and resume to cbeecher@uwozarks.org.