



Job Description: Community Impact Intern

Posted 5/4/2021 - Position open until filled

Description: United Way of the Ozarks (UWO) seeks a dynamic self-starter to assist with our annual Community Investment process, volunteer initiatives, and other administrative functions necessary to United Way's success. 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:

- Assist the Director of Administration and CEO in all aspects of Community Investment (CI), the annual fund distribution process through which United Way allocates funding to its 22 nonprofit partners
- Participate in the redesign of UWO's fund distribution process to begin in early 2022, including:
 - attending and helping to prepare for Board meetings and community focus groups
 - conducting research on other United Ways' fund distribution process
 - developing collateral to communicate strategic changes to the community
- Assist the COO and Director of Administration with operational duties
- Answer and refer phone calls, greet visitors, and process incoming and outgoing mail
- Provide support to the Resource Development and Volunteer departments as needed
- Other 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:

- Summer semester 2021 (start by mid-June)
- Requires a minimum 3-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.