

Job Description and Work Summary

Position: Community Impact Intern
Accountable To: Vice President Community Impact
Oversight Committee: Community Impact
Term of Service: Spring 2018
Status: Intern
Salary Range: Unpaid Internship



Position Summary: The UWBV Community Impact Intern will be accountable for effectively completing the following activities:

| Activity | Time Estimate |
|--|---------------|
| <p>Serving under the supervision and guidance of the Vice President Community Impact, assist in the grant review, Baby Bundles, and community outreach projects:</p> <ul style="list-style-type: none"> • Train on grant software to research potential grants and become familiar with previous grant applications submitted by UWBV. Compile a list of potential grants to present to VP Community Impact. Develop a plan for grant applications and begin draft applications for selected grants. • Assist CEO / VP Community Impact with event related tasks as they arise including compiling lists of attendees, researching donors & data, making phone calls to set appointments, assembling packets of information and other duties as assigned. • Train on the Baby Bundle process and reach out to hospitals to check on supplies and assist in the ordering of materials needed for the next volunteer opportunity to compile bundles. Intern will assist VP Community Impact in coordinating a day / time each month for volunteers to assemble bundles and coordinate hospital drop offs. • Intern to work with VP Community Impact to develop an outreach plan for updating our 2-1-1 referral database and networking to improve the footprint of 2-1-1 in the community. • Attend some Community Outreach events with VP Community Impact and/or Community Outreach Coordinator. • Assist with Resource & Project Coordinator on projects as needed. • Develop a summary document of what they have learned and completed during their semester internship. | 90% |
| <p>Document and collect training criteria and materials for future Community Impact Interns to ensure effective transitions.</p> | 10% |

Additional responsibilities as an intern of the organization include:

| |
|---|
| <p>Knowledgeable of United Way, its mission, goals, ethics, principles, programs, policies and procedures and be able to effectively demonstrate and communicate this information in all work activities.</p> <ul style="list-style-type: none"> • The UWBV, as a community leadership organization, is making progress in achieving our mission. • The UWBV leadership and management team is making progress on strategic operational goals as well as board committee and department work plans. • This person will make progress in how their actions and decisions are based on the following principles as defined in the UWBV Code of Ethics. <ol style="list-style-type: none"> 1.) Meaningful and Measurable Improvement 2.) Community Interdependence and Collaboration 3.) Volunteer Value Driven 4.) Inclusiveness 5.) Stewardship 6.) Adaptive Organization • Attend UWBV Board Meetings throughout the semester to gain valuable insight into the leadership and organizational structure of a nonprofit organization. |
| <p>UWW Professional Core Competencies for all staff. This person will effectively and with great frequency demonstrates attributes and behaviors associated with the following Professional</p> |

UWBV Job Description

Communications and Marketing Consulting Intern

Page 2 of 2

Core Competencies.

- Mission-Focused
- Relationship-Oriented
- Collaborator
- Results-Driven
- Brand-Steward

To be a high performance team member, each member of the UWBV team needs to understand how they create value and improve team systems, processes and results. This person must understand and contribute to the UWBV team in the following areas.

- Organizational, Department and Individual Roles and Responsibilities
- Project Planning with and for Volunteers
- Effective Communication and Sharing of Information
- Proactive Focus on Customer Needs and Expectations
- Respectful and Timely Follow Up
- Management of Processes and Projects

United Way of the Brazos Valley is an Equal Opportunity Employer.

Qualifications and Prerequisites for Service

- Undergraduate or Graduate student enrolled in coursework supporting a public health, sociology, social service, or other applicable degree.
- Knowledge of general computer programs (Outlook, Microsoft programs).

Physical Requirements:

| | 0-24% | 25-49% | 50-74% | 75-100% |
|---|-------|--------|--------|---------|
| Seeing: | | | | X |
| Hearing: | | | | X |
| Standing/Walking/Sitting: | | | | X |
| Climbing/Stooping Kneeling: | | X | | |
| Lifting/Pushing/Pulling: | X | | | |
| Use of hands/fingers to handle or feel: | | | | X |

Physical Dimensions: Low, Medium or High

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.