

**Job Description and Work Summary**

**Position:** Communications Intern  
**Accountable To:** Outreach & Communications  
**Oversight Committee:** Community Impact  
**Term of Service:** One Semester  
**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><b>Serving under the supervision and guidance of the Outreach &amp; Communications Coordinator, implement communications strategies through marketing efforts that will make the Brazos Valley community aware of the UWBV’s vision, mission, and message:</b></p> <ul style="list-style-type: none"> <li>• Manage and generate online content to engage the community across web and social media platforms</li> <li>• Manage the development and distribution of newsletters and electronic communications</li> <li>• Assist in the management and coordination of Branding and Communications Committee planning, agenda preparation, volunteer satisfaction, meeting documentation and follow up</li> <li>• Assist UWBV Staff and Volunteers in the planning of Community Events promoting United Way efforts</li> <li>• Attend some Community Outreach events with Communications &amp; Outreach Manager and/or VP Community Impact</li> <li>• Ensure that United Way’s commitment to diversity is represented, as appropriate, in all communications and that all publications are provided in accessible formats</li> <li>• Answer and route incoming calls for the United Way of the Brazos Valley</li> <li>• Assist with Resource &amp; Project Coordinator on projects as needed</li> <li>• Develop a summary document of what they have learned and completed during their semester internship</li> </ul>	90%
<p><b>Document and collect training criteria and materials for future Communications Interns to ensure effective transitions.</b></p>	10%

***Additional responsibilities as an intern of the organization include:***

<p><b>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.</b></p> <ul style="list-style-type: none"> <li>• The UWBV, as a community leadership organization, is making progress in achieving our mission.</li> <li>• The UWBV leadership and management team is making progress on strategic operational goals as well as board committee and department work plans.</li> <li>• <b>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.</b> <ol style="list-style-type: none"> <li>1.) Meaningful and Measurable Improvement</li> <li>2.) Community Interdependence and Collaboration</li> <li>3.) Volunteer Value Driven</li> <li>4.) Inclusiveness</li> <li>5.) Stewardship</li> <li>6.) Adaptive Organization</li> </ol> </li> <li>• Attend UWBV Board Meetings throughout the semester to gain valuable insight into the leadership and organizational structure of a nonprofit organization.</li> </ul>
<p><b>UWW Professional Core Competencies for all staff. This person will effectively and with great frequency demonstrates attributes and behaviors associated with the following Professional Core Competencies.</b></p>

## UWBV Job Description

Communications Intern

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- 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.