

Job Description and Work Summary

Position: Community Impact Assistant Internship
Accountable To: Strategic Projects Manager
Status: Part-Time, 12-18 hours per week



United Way of the Brazos Valley's work-study employees provide direct support to the organization's management team. You will serve in a nonprofit organization working to build stronger communities, while building professional skills that will equip you for immediate success in your career.

As the Community Impact Assistant, you will provide high-level support to the Strategic Projects Manager to assist with program coordination and support.

- **Event & Volunteer Support:** Assist with event planning, logistics, attendee management, and organizing volunteer opportunities and activities.
- **Early Literacy Programs:** Coordinate Book Bashes, book drives, and Baby Bundles, including outreach, logistics, inventory management, and data tracking.
- **Utility Assistance Processing:** Manage Atmos Energy pledge requests, verify eligibility, submit pledges, maintain accurate records, and report monthly.
- **Ride2Health Program Support:** Schedule rides, maintain client and ride data, analyze usage trends, and support outreach and program development.
- **Grant Research & Development:** Identify funding opportunities, write and manage grant proposals, track deadlines, and ensure compliance and reporting.
- **Community Outreach:** Conduct outreach to schools, community partners, and healthcare providers to support program participation and visibility.
- **Program Reporting & Evaluation:** Track, analyze, and report data for literacy programs, Ride2Health, and utility assistance to support evaluation and improvement.
- **Website Content Management:** Update program-related website content in coordination with the communications team, ensuring clarity and brand alignment.
- Assists with various tasks and projects as needed, contributing to a clean and organized work environment and ensuring smooth office operations

Qualifications and Prerequisites for Service

- College course work completed.
- Ability to work 12-15 hours per week between 8:30 a.m. and 5:00 p.m. Very limited evening and weekend hours.
- Knowledge of general computer programs (Microsoft 365), website management and social media platforms, and multi-line telephone.
- Ability to attend committee meetings and United Way events, as necessary.
- Reliable transportation and ability to travel for community outreach events, meetings and other program-related activities.

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	
Keyboarding/Grasping/Feeling:				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.

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