

## **Chief Engagement Officer Internship Overview**

**Position Title: Community Engagement Intern**

### **Position Summary:**

This position offers the opportunity to learn about community engagement & development, fundraising, impact investing, grant cycles, project management and strategic relationship management. The exact position responsibilities and expectations would take the individual's interests & skills into account. This position would work under direct supervision of the Chief Engagement Officer Jason Ketterick over a timeline mutually agreed upon by the United Way of York County (ME) and the Intern(s).

- Develop a more informed perspective around the fundraising and investment best practices from a world class charitable organization with 125 years of positive demonstrated societal impact
- Gain skills in donor prospective research, donor market research, CRM software, fundraising strategies such as peer-to-peer campaigns and online giving through MobileCause and PayPal
- Attend community partner and UWYC committee meetings, interact with other worldwide and national organizations including The Salvation Army, American Red Cross, Catholic Charities, Planned Parenthood, YMCA, Volunteers of America, and local partners including hospitals, school districts, and other community non-profit organizations
- Assist in supporting research and development of initiatives & projects designed to offer community level solutions for the service region of York County, Maine.

Expected internship timeline: full-time\* 10-12 weeks over summer months (flexible)

Expected practicum timeline: full-time\* 6 months in the Fall or Spring semesters (flexible)

**\*This position is remote/work-from-home for the foreseeable future.**

### **Knowledge, Skills, Abilities**

- Strong commitment to connecting people and resources to improve lives and create stronger communities

- Outstanding skills related to research including qualitative and quantitative analysis
- Working knowledge of Microsoft Office, Word, Excel, Outlook, and Power Point proficient; working knowledge of Microsoft 365 is an asset; working knowledge of CRM software is an asset
- Ability to work in a dynamic environment and be able to manage multiple tasks and responsibilities
- Excellent organizational, interpersonal & communication (oral and written) skill sets
- Intellectual curiosity and a demonstrated ability to work collaboratively

### **Qualifications**

- Demonstrated interest in community development, fundraising and/or project management
- Currently enrolled in a 2/4-year University setting
- Prior experience in the nonprofit sector is valued, but not required
- Prior volunteering experience valued but not required

### **Application Instructions**

To apply, please submit your resume and a cover letter outlining your specific interest in this opportunity to Jason Ketterick, Chief Engagement Officer via email to [jketterick@buildcommunity.org](mailto:jketterick@buildcommunity.org) with “Applicant Name – Internship” in the subject line. Please specify the length of time and time of year you are interested in working. Resumes will be reviewed as received.

For more information, please visit [www.buildcommunity.org](http://www.buildcommunity.org).

### **Code of Ethics Value: Diversity, Inclusion and Respect**

United Way of York County is committed to the principle of diversity and respect for others. We value, champion, and embrace diversity in all aspects of our activities and respect others without regard to race, color, religion, national or ethnic origin, age, disability, marital status, veteran status, gender or sexual orientation. We recognize that healthy diversity means diverse points of view and thus listen carefully and value all opinions. UWYC is an equal opportunity employer and we refuse to engage in or tolerate any form of discrimination or harassment of or by United Way of York County employees or volunteers.