

## Community Impact and Engagement Internship Overview

### Position Title: Community Impact and Engagement Intern

### Position Summary:

The Community Impact and Engagement Intern is responsible for supporting the Community Impact and Engagement Manager. Duties will include project management assistance for a suite of five projects. This position also offers the opportunity to learn about community impact, fundraising and strategic relationship management. This position would work directly under Elliott Greene, Community Impact and Engagement Manager.

- Assist in managing a suite of internal projects including but not limited to: Keep ME Warm, Day of Action, Youth Day of Action, Senior Shares and Volunteer Fairs.
- Gain skills and knowledge into impact assessments, logic models and other community public organizing tools.
- 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.
- Assist in various ad hoc projects.

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

Expected practicum timeline: full-time\* 4 months in the Fall, Spring or semesters (flexible)

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

### Knowledge, Skills, Abilities:

- 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, communication (oral and written)
- Intellectual curiosity and a demonstrated ability to work collaboratively

**Qualifications:**

- Demonstrated interest in Community service projects, community development, fundraising and/or project management
- Prior experience in the social sector is an asset
- Prior experience in event organizing is an asset
- Currently enrolled in an accredited College or University

**Application Instructions:**

To apply, please submit your resume and a cover letter outlining your specific interest in this opportunity to Elliott Greene, Community Impact and Engagement Manager, via email [egreene@buildcommunity.org](mailto:egreene@buildcommunity.org) with “Applicant Name – Internship/Practicum” 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.

**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.