

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 six projects. This position also offers the opportunity to learn about community impact, fundraising and strategic relationship management. This position would work directly under Maggie Cummings, Community Impact and Engagement Manager.

- Assist in managing a suite of internal projects including but not limited to: Volunteer Reader Project, Healthy Preschool Project, Tools 4 Schools, and UNITED youth mental health coalition.
- Gain skills and knowledge into impact assessments, logic models and other community public health 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 internal projects and community events

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 is 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 impact, project management, fundraising and/or relationship management
- 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 Maggie Cummings, Impact and Engagement Manager, via email mcummings@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.