

**Job Title**: Community Impact Intern **Department:** Community Impact **Status:** Unpaid

**Immediate Supervisor:** Community Impact Coordinator

**Education:** Currently attending college or wanting job experience

**Job Related Experience:** None required

**Physical Requirements:** Ability to lift up to 25 lbs and occasionally up to 50 lbs

## Basic Job Summary:

United Way of Central Minnesota is focused on creating measurable results in the areas of Health, Education and Financial Stability. We seek a motivated, self-starter with an interest in non-profits and making a positive impact in the community.

## Responsibilities

* Participate in one or more of our Impact Areas of Health, Education or Financial Stability
* Organize and participate in volunteer activities impacting the community
* Participate in community initiatives such as Partner for Student Success
* Assist with planning special events
* Conduct targeted outreach to increase awareness of United Way initiatives
* Work with community teams to organize educational trainings dealing with current issues.
* Volunteer two to three hours weekly through a local agency as part of the internship experience.
* Participate in agency-wide staff meetings and department meetings.
* Perform other tasks as assigned

## Commitment

This internship has a time commitment of 15-20 hours per week during regular business hours. A specific schedule will be confirmed with the intern upon selection.

## Qualifications

* Interest in the non-profit sector
* Punctuality and dependability
* Strong communication skills
* Able to work under deadlines
* A commitment to professional ethics and ability to handle sensitive and confidential information

## Benefits

* Hands-on training and close collaboration with a leading non-profit in a positive work environment
* Opportunity to make contacts in the community and acquire experience that is great on your resume
* Reference letter will be provided upon request
* A chance to further develop your talents

**How to Apply**

# Please submit resume and cover letter to:

Amy Trombley, Vice President of Education 3001 Clearwater Rd, suite 201

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320-229-3512 [www.unitedwayhelps.org](about:blank)