

JOB DESCRIPTION – COMMUNITY PROGRAMS INTERN

ABOUT OUR ORGANIZATION

Inland Empire United Way (IEUW) is a nonprofit organization that works in partnership with local community leaders, businesses, government agencies, nonprofit organizations and individuals to build a stronger community. Our mission is to engage the caring power of communities to make positive, sustainable changes and improve lives, and assist in times of disaster.

STATUS

Intern, Part-Time (8 to 25 hours per week - time commitment may vary according to the intern's arrangement and request) Hours are flexible; evenings and weekends may be available.

REPORTS TO

Intern reports to the Director of Community Programs.

ACADEMIC CREDIT

If intern wishes to receive academic credit for the internship, it will be the intern's responsibility to make arrangements with his or her school. United Way will provide the necessary job description and performance review upon request.

POSITION SUMMARY

Inland Empire United Way aims to positively impact the lives of children and families in need by addressing short-term basic needs and investing in the futures of at-risk children and their families with a strong emphasis on community partnerships and the mobilization of volunteers. Our community impact work is focused in the areas of **EDUCATION, FINANCIAL STABILITY and HEALTH.**

Programs managed by Inland Empire United Way include:

Kids Pack – Weekend backpacks of nutritious food for homeless and very low-income school children

School Tools – Free, new school supplies for low-income children and classrooms

Mentor Connection – Empowering community volunteers to invest in the lives and futures of disadvantaged youth

GOAL! – Financial literacy for disadvantaged youth

VITA – Volunteer Income Tax Assistance for low to moderate income families and individuals

We are currently recruiting students for internship opportunities in a variety of areas, and the list below is only a sample of responsibilities. We can work with students on tailoring their internship to their strengths, abilities and goals.

Responsibilities – Possible Areas of Focus

- Research and program evaluation (administering and collecting surveys, inputting data, analyzing and reporting results)
- Volunteer management
- Program provision (daily program operations)
- Special events and projects

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QUALIFICATIONS

- Ability to communicate effectively, both orally and in writing, with a variety of individuals and organizations
- Ability to organize a variety of tasks, meet deadlines and pay attention to detail
- Currently enrolled in college, and an interest in social service

PHYSICAL REQUIREMENTS

Intern must be physically able to lift/move up to 20 pounds as well as sitting, standing, walking, stooping, squatting, pushing, and pulling.

SALARY

This is an unpaid internship.

WHAT YOU WILL GAIN

- The opportunity to custom-design your own internship to meet your individual academic and career needs
- Flexible hours where, with appropriate notice, the supervisor will work to schedule hours around exams and other deadlines
- The opportunity to interact with other professionals in the education, business, government, academic and nonprofit sectors
- A great professional recommendation and letter of reference for your valuable work
- Knowledge that you are making a difference in your community

SUPPLEMENTAL QUESTIONS

1. What are your career and academic goals?
2. What do you expect out of an internship at United Way?
3. What special qualities do you feel you will bring to this internship?
4. What is the time frame (day/month to day/month) that you expect to serve, and what days and hours are you available to work?

PLEASE SEND COVER LETTER, RESUME AND SUPPLEMENTAL QUESTIONS TO:

Lorraine Ousley, Director of Community Programs, at LOusley@ieuw.org

For more information about the Inland Empire United Way, please visit www.ieuw.org.