

## Education & Health Initiative Internship

### 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 Education & Health Initiative Director.

### 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

Under our Education & Health Initiative, Inland Empire United Way funds and partners with successful community nonprofit organizations to meet our goals in education and health, including afterschool programs, academic enrichment programs, health care and education, and support for disadvantaged students and families in crisis. With our Community Impact Partners, we are deeply engaged in our community to:

- Alleviate childhood hunger and food insecurity
- Encourage physical fitness and good nutrition for kids
- Provide school supplies to disadvantaged students
- Meet other basic needs for struggling families
- Strengthen after-school programs to facilitate social and academic development
- Support physical and mental health programs for underserved youth
- Engage the community and mobilize resources to create a positive change for kids

Programs operated directly by Inland Empire United Way include:

- **Kids Pack** - Weekend backpacks of nutritious food for homeless and very low-income school children
- **School Tools** - Free school supplies for low-income children
- **Healthy Kids** - Encouraging physical fitness and good nutrition for kids through activities and special events

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
- Special events and projects

## **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, Education & Health Initiative Director, at [lousley@ieuw.org](mailto:lousley@ieuw.org).

For more information about the Inland Empire United Way, please visit [www.ieuw.org](http://www.ieuw.org). Click on "our work" at the top of our homepage and link to Education & Health to learn more.

*Inland Empire United Way is an equal opportunity employer M/F/D/V; females and minorities are encouraged to apply. Background checks and drug tests are performed and job offers are contingent upon successful screening.*