

Community Voice Mail (CVM) Internship Description

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. IEUW's mission is to engage a caring community to respond to human need by helping disadvantaged kids succeed in school, providing easy access to health and social services, developing opportunities for volunteers to create positive change and strengthening financial stability opportunities for low-income families and individuals.

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

The CVM Intern reports to the IEUW Pathways 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

The Inland Empire United Way's Pathways initiative strives to strengthen opportunities in the community leading to greater stability for low-income families and individuals. Through innovation, Pathways programs work collaboratively with community partners to remove barriers to financial stability.

This internship will assist with outreach efforts of IEUW Pathways' Community Voice Mail program. Dependent upon the internship duration, the intern will assist in various projects and events for IEUW Pathways, other IEUW initiatives and the resource development department. The intern will have the opportunity to help design their work plan based on the outcomes they hope to achieve from this position. The list below is only a sample of responsibilities.

Responsibilities – Possible Areas of Focus

- Community organizing
- Public speaking
- Volunteer management
- Program provision
- Broadcasting information
- Data Entry
- Developing training materials
- 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
- CVM Intern must possess a valid California Driver's License and 100/300 personal injury insurance coverage

PHYSICAL REQUIREMENTS

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

PLEASE SEND COVER LETTER, RESUME AND ANSWERS TO THE SUPPLEMENTAL QUESTIONS TO:

Allan Collins, IEUW Pathways Director, at acollins@ieuw.org.

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?

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

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.