

JOB DESCRIPTION

Position Title:	Overtime Status:
Workplace Mentoring Initiative Intern	Non-exempt
Department: Program	Location: 91 W Colt Square, Suite 1 Fayetteville, AR 72703
Reports To: Program Director	Supervisor Contact: Rose Ramirez 479-466-4366 ext. 206 rramirez@bbbsnwa.org

Background Checks: This position requires a background check in including criminal history and driving record.

Eligibility:

- Be a currently enrolled, undergraduate student who will be returning to college as a full-time student (12 credit hours) sophomore, junior or senior in the fall of 2020.
- Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way of Northwest Arkansas.
- Preference given to those with strong research skills and previous experience with curriculum development.

Work Schedule and Conditions:

- This 8-week internship duration begins June 8, 2020 and ends July 31, 2020. This position requires a minimum 35 hours per week commitment.
- The internship is based in Fayetteville, AR but will require some travel within Washington and Benton County.
- Must have reliable transportation, current auto insurance, and be willing to use their vehicle for travel to meetings.
- Typical schedule will be Monday-Friday 8AM-4PM with possible evenings and weekends.
- This position is classified as full-time, seasonal employment and therefore not eligible for sick or vacation leave during employment.

Benefits:

- The intern shall receive a \$3,200 salary paid bi-weekly and by direct deposit for the duration of employment (8 weeks).
- The United Way of Arkansas will provide three professional development opportunities to the employee.
- Local travel expenses to and from the office are also reimbursed when intern uses their own vehicle to travel to meetings.
- The intern shall receive a learning experience that fits career interests and goals.
- The intern will have the opportunity to broaden their base of knowledge about the corporations that drive growth in NWA and to explore opportunities for collaboration between these corporations and local nonprofits. Research will set the foundation for future programming and help to bring mentoring and workplace readiness training to underserved communities in our area. The intern will receive professional mentorship and coaching on a weekly basis and will work closely with their direct supervisor to establish the foundations of a program that will live beyond the timeframe of the internship. It will allow BBBS to expand our reach to serve more



children and to create lasting partnerships with local businesses, giving them the opportunity to invest even more in their local community.

Evaluations:

- The intern will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.
- The intern will meet with the Program Director on a weekly basis for coaching and will deliver weekly progress reports to their direct supervisor.

POSITION PURPOSE

The intern will work closely with the Program Director to lay the groundwork for the implementation of a Workplace Mentoring Initiative (WMI). This intern will divide their time between four areas of focus: strategizing and researching, compiling data and statistics, creating a “curriculum outline” for year one of programming and developing marketing/outreach materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

All client and stakeholder contacts are marked by an atmosphere of engagement and motivation.

- Strategizing and Research**
- Research potential local partners including: identifying school districts/partner sites with underserved populations that would most benefit from a workplace mentoring model as well as compiling a comprehensive list of local businesses and corporations that might function as potential “host sites” and whose mission and vision align with the WMI goals and with sufficient capacity to support such programming. Some of this research will be informed by the work of a previous Tyson Summer Intern in her Strategic Plan for Outreach to Immigrant Families (2018).
 - Additional research will be focused on other BBBS affiliate organizations nationwide that have successfully implemented workplace mentoring programs. Investigating best practices, potential challenges, how to establish community buy-in, national corporate partners, etc.
- Data Collection and Analysis**
- The intern will assist the Program Director in compiling data and statistics to assist in grant writing and investigating ways to fund the WMI, as well as researching projected program needs from a staffing perspective.
 - Additional data collection may be centered around assembling existing research on underserved populations in Northwest Arkansas.
 - The intern will report these findings to the Program Director and Executive Director who will help to develop a timeline for implementation of the WMI.
- Curriculum Development**
- Intern will leverage their research to create a thematic outline for the first year of the WMI. The outline will include: an example calendar indicating frequency of Workplace mentoring sessions, examples topics and themes to cover in each session, and ways to measure outcomes. This outline will serve as a model for BBBS leadership staff to promote the program to local businesses, as well as help to guide staff in implementing the programming in its first year.
- Marketing**
- Develop marketing materials (including creating copy and assisting with creative layout) geared toward partner sites (both at the corporate and educational levels). e.g.: Sample e-mails, letters, meeting itineraries that can easily be personalized as BBBS staff begin to reach out to key partners

Other duties as assigned.

QUALIFICATIONS/WORK EXPERIENCE

Education Level/ Years of Related Work Experience:
(minimum & preferred educational requirements necessary to perform this job successfully)



Currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior, or senior in the fall of 2018.

SKILLS AND EXPERIENCE		
	Required	Preferred
Proficiency in technical areas such as Microsoft Office; including Word, Outlook, Access and Excel.		X
Excellent oral and written communication skills;	X	
Access to personal laptop computer	X	
Ability to relate well in cross-cultural environments;	X	
Previous experience/interest working with children		X
Outstanding research skills;	X	
Ability to use time effectively;	X	
Ability to focus on details;	X	
Ability to adapt to shifting priorities	X	

TRAVEL REQUIREMENTS (Local mileage reimbursed at federal rate)
Occasional local travel within Benton and Washington Counties.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS (Describe any specific workplace conditions and/or physical abilities that are related to and/or required by this job)
Routine office environment. Work hours and work location flexible to meet client needs or employer requirements.

Core Competencies	High Performance Indicators
Attention to Detail	Able to review data/documents for accuracy and consistency; take action to prevent mistakes; follow procedures closely; keep records accurate and up to date.
Flexibility & Achieving Change	Able to positively deal with changes that affect job requirements; adapt to shifting priorities in response to the needs of internal and external clients; quickly recognize situations/conditions where change is needed; work to clarify situations where information, instructions, or objectives are ambiguous; support organizational change.
Gets Results	Able to demonstrate high personal work standards and a sense of urgency about results; do everything possible to meet goals and deadlines without sacrificing quality; persist in the face of changing circumstances; accept responsibility for the outcomes of his/her own work.



Influencing	Able to persuade and enlist others' support in accomplishing objectives; motivate/reassure prospective volunteers and youth/families to enrollment by using data or logic to aid them in their decision; use different influence approaches as appropriate.
Planning & Organizing	Able to create detailed work plans; balance the need for adequate planning with the need for action; avoid wasting time on tasks that yield low value; use resources efficiently; create and monitor measures to chart the progress and impact of assignments.
Relationship Building	Able to deal effectively with people in order to get work accomplished; adjust own interpersonal approach to fit the interpersonal style/needs of others; recognize the impact of one's behavior on others; build a network of internal and external contacts to meet job responsibilities.
Strategic Alignment	Able to align own work objectives with the organization's strategic plan or objectives; act with an understanding of how the community affects the business and how own actions and decisions affect other jobs or outcomes.
Valuing Diversity	Able to seek out and work effectively with others who have diverse perspectives, talents, backgrounds, and/or styles; contribute to a team climate in which differences are valued and supported; challenge any stereotyping or offensive comments; seek and respond to feedback from others about his/her own behavior that might be perceived as biased.

LEARNING OBJECTIVES
<p>Career Development: This internship will provide a university student with the unique opportunity to have an instrumental role in developing a document that will facilitate increased program access to immigrant and underserved families. The intern will have the opportunity to take skills learned in the classroom and apply them as part of a nonprofit team in the following ways:</p> <ul style="list-style-type: none"> • Putting research skills to practical use and developing an appreciation for the direct correlation to research as it relates to the establishment of quality programming. • Utilizing marketing tools and creating recruitment materials to promote BBBS programming and ensure that we are serving the families that need us most. • Broadening their understanding of the resources that exist for immigrant and underserved populations by engaging with community partners and forming partnerships with other organizations.
<p>Skill Development: This internship offers the opportunity to develop a variety of skills that will lead to success in the workplace such as planning/prioritizing, professional etiquette, teamwork, identifying challenges and offering solutions, and community engagement and networking. Additionally, the intern will learn about the importance of strategic planning and research. This internship will offer the student the opportunity to showcase and sharpen their writing skills.</p>
<p>Personal Growth and Development: The intern will leave this 8-week internship with the confidence that they can effectively function as part of a nonprofit team and having developed their analytical and problem-solving skills, as well as the ability to prioritize tasks and manage multiple projects concurrently.</p>

Equal Employment Opportunity

BBBSNAA provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.



Americans with Disabilities Act

Applicants, as well as employees who are or become disabled, must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The following statements reflect the general duties, responsibilities, and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSNWA may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGMENTS	
Supervisor: I have approved this job description and reviewed it with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:
Human Resources:	
Signature:	Date: