



Position Title	Program Development Intern
Organization	OneCommunity
Department	
Address	614 E. Emma Avenue, Ste. M414, Springdale, AR. 72764
Supervisor Name	Diana Gonzales Worthen
Supervisor Contact	479-872-1977

TERMS OF EMPLOYMENT

A. BACKGROUND CHECKS: This position requires the following background checks.

- a. Standard Background Check for Volunteers that work with children and families.

B. ELIGIBILITY

- a. Be a 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 2020.
- b. Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way of Northwest Arkansas.

C. WORK SCHEDULE & CONDITIONS

- a. This is a full time (at least 35 hours per week) position.
- b. This position is not eligible for sick, vacation, and holiday leave during employment.
- c. Work in an office environment with need of lifting up to 25 lbs.
- d. Local travel is required with no overnight stay. Must have own vehicle with valid driver's license and insurance.

D. BENEFITS

- a. SALARY. The individual shall receive a \$3,200 salary distributed bi-weekly in equal amounts for the duration of employment.
- b. PROFESSIONAL DEVELOPMENT. The United Way of Northwest Arkansas will provide an in-person orientation and three professional development opportunities to the employee.
- c. PROFESSIONAL DEVELOPMENT. OneCommunity will provide in-person orientation, weekly planning and debriefing meetings to learn the difference between the goals and objectives of a business and a non-profit's operations and programming. Personal Benefit is in learning about the local community's need for adult education and immigration services. Our Non-Profit organization services align with Tyson's focus areas of how adult education and immigrant service will benefit the needs of the schools, students and family of which many work for Tyson.

The following professional development opportunities will be available for the intern:

1. Awareness of local non-profits by touring the Center for Nonprofits.
2. Attending a board meeting and reporting out on current work and projects.
3. Being interviewed by local radio station on internship work and career aspirations.
4. Attending a grant-training meeting.
5. Writing and submitting a grant.
6. Participating at a community outreach booth invitation.
7. Meeting a corporate partner whose philanthropy matches OneCommunity's mission.



8. Other opportunities as intern's interests are determined.

E. EVALUATIONS

a. The employee 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.

RESPONSIBILITIES

A. POSITION PURPOSE

a. Program Development

The 2020 Summer Intern for OneCommunity will work as Summer Program Assistant as part of the organization's non-profit operations. The Summer Program Assistant will manage processes and complete various tasks to assist with implementation of summer programs for Springdale and Fayetteville families that encourage student and parent participation with the school and community. OneCommunity's programs align with Tyson's focus areas of providing adult education and immigrant services.

B. DUTIES

The 2020 Summer Intern for OneCommunity –will develop personally/professionally in Community Engagement, Program Development, and Volunteer Management. The intern will work with organization's operations and community programs offered to families in Springdale and Fayetteville. The intern will work weekly to organize, prepare items and information needed to operate programs and capture vital data.

1. *Community Engagement*-expand awareness of organization. Deliverables include: Social Media and Marketing Plan.
 - a. Developing a social media timeline and creating sample templates to post on the website, Facebook, Instagram and Twitter highlighting the Feed Your Brain and Science Action Club weekly sessions at each program location.
 - b. Maintaining weekly updates on social media and website.
 - c. Noting what pictures or video "clips" to use to update website and social media accounts.
 - d. Updating and/or revise program brochures and marketing materials.
 - e. Reviewing/revising OneCommunity Community Outreach booth checklist.
2. *Program Development*-expand or enhance program delivery, monitoring and collecting data for program evaluation. Deliverables include Program Documentation Plan.
 - a. Review and revise database to track participant attendance, number of books read, enter demographic data, and obtain and deliver prizes for meeting reading goals.
 - b. Develop FYB electronic handbook with templates of handouts/instructions and a notebook outlining the 8-week program lessons.
 - c. Create a place for staff and volunteers to download program documents.
 - d. Review/revise checklists for set up/removal of program materials after each session.



- e. Review/revise ArkanSalsa Fest (ASF) templates for flyers, event handouts, and finalize the ASF Committee meeting schedule.

3. *Volunteer Management*-expand or enhance current volunteer practices, procedures, and recruitment. Deliverables include Volunteer Implementation and Recognition Plan.

- a. Assist with organizing volunteer schedule at each school location.
- b. Ensure volunteers follow procedures.
- c. Assist with recruiting volunteers in the community, schools and local colleges and campuses.
- d. Review and revise Volunteer Training Manual as needed.
- e. Assist with developing volunteer recognition/awards at the end of the program.

C. COMMUNITY IMPACT

The objective for the Feed Your Brain program is to reduce summer learning loss by maintaining or increasing reading levels during the summer break. The program is open to the public at partnership elementary schools who provide summer lunch programs. The majority of the participants are immigrant families that predominately speak Spanish as the primary language at home.

QUALIFICATIONS

- A. Previous volunteer work with culturally diverse populations a plus.
- B. Bilingual in Spanish highly preferred but not required.
- C. Advanced level of skills working with Mac Pro and Microsoft Office suite (Word, Excel, PowerPoint, mail merge); advanced knowledge of computer competency.
- D. Intermediate experience managing vital and critical data with a strong understanding of the vital link between implementing and collecting data for a program; strong organizational skills.
- E. Advanced level of skills developing content and working with Facebook, Twitter, Instagram and simple-tiered website.
- F. Types of majors include: education, cultural diversity, anthropology, social work, or similar field.

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

a. Enhance the students understanding of a company's Social Responsibility and how local non-profit organizations can be leveraged to identify and serve the needs of the community. The intern will acquire working knowledge and understanding of nonprofit management that includes operations and program delivery, managing budget, and marketing for community engagement, programs and fundraising.

B. SKILL DEVELOPMENT

- a. Program Management
- b. Role of Internal and External Communication
- c. Time and Budget Management
- d. Data Management and the Vital Role it Plays for Non-Profit Organizations



C. PERSONAL GROWTH AND DEVELOPMENT

- a. Increase self-confidence knowing difference between business and non-profit and how the intern was able to best apply their talents and skills.
- b. Increase in self-esteem in working a summer job that works directly with the challenges within a local community and to be part of a solution to help the community through programs offered at our non-profit.
- c. Increase creativity due to working with a limited budget. Increase the practice of prioritizing how time and budget is spent.

SIGNATURE (this will be signed at the point of employment with the student)

Employee Name Supervisor Name

Employee Signature Supervisor Signature

Signature Date Signature Date