

## **United Way of Northwest Arkansas Internship Application**

***Corporate Engagement Internship*** - This candidate will work alongside the Corporate Engagement Team to effectively promote and market the United Way of Northwest Arkansas, as well as assist with fundraising. Individuals can expect to gain hands-on communications experience in the non-profit industry with donors and will be instrumental in the planning, implementation, launch and wrap up of events.

### ***Primary Duties***

- Assist Corporate Engagement team in planning and executing special events.
- Assist with donor relations and stewardship activities; Fill the Bus, Live United Day and Joy of Sharing Holiday Gift Programs
- Assist in day-to-day office needs

### ***Qualifications and Performance Skills Desired***

- College Junior or Senior status
- 15-20 hours/week
- Basic background in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Experience in Salesforce preferred
- Project management and organizational ability
- Ability to work independently, self-starter
- Written and oral communication skills
- Knowledge of Social Media Planning
- Presentation skills

### ***Time Commitment***

- Summer Semester 2021 – May 24 – August 11
- Fall Semester 2021– August 23 – December 10
- Spring Semester 2021 – January 11 – April 29

United Way will make every effort to afford the intern the greatest possible flexibility in scheduling internship hours (10/15 a week). The time commitment may vary according to the intern's arrangement and request.

***Compensation - \$1,000 Stipend***

**To complete the application, candidates should:**

Submit a cover letter including answers to the below questions, and cover letter and resume via e-mail to Rhonda Bramell, [rbramell@unitedwaynwa.org](mailto:rbramell@unitedwaynwa.org). In addition, submit two personal/ educational references.

Have you volunteered with the United Way of Northwest Arkansas in the past?

Are you familiar with the programs and services the United Way of Northwest Arkansas offers?

Please describe past leadership experiences that would make you an ideal candidate for the internship.

Describe your past volunteer involvement.

What are you hoping to gain through this internship?

**Professional/ Educational Reference 1:**

Name:

Email:

Phone:

Relationship to you:

**Professional/ Educational Reference 2:**

Name:

Email:

Phone:

Relationship to you: