

Job Description

Position Title	Community Engagement Intern
Organization	Dress for Success NWA
Department	External Committee
Address	100 N. Dixieland, Suite B8, Rogers, AR / 101 S Willow, Fayetteville, AR
Supervisor Name	Tracy Green
Supervisor Contact	479-877-6910 ; dfsnwa@dressforsuccessnwa.org

OVERVIEW OF ORGANIZATION

Dress for Success is an international not-for-profit organization that empowers women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life. Dress for Success Northwest Arkansas has served over 2,000 women in their path to self sufficiency. Our passion and plan strive to offer long-lasting solutions that enable women to break the cycle of poverty. Our program helps women secure jobs, retain their jobs, and advance in their careers by providing professional clothing for interviews, 1-on1 coaching and mentoring, access to resources for job searches, ongoing professional workshops and a professional starter wardrobe upon securing employment. At Dress for Success, we serve a diverse client group across all ages that have lost their jobs, survived abuse, are re-entering the workplace or have simply faced challenges that have held them back. In Northwest Arkansas, there are 24,323 women living in poverty with 48% as head of household with children under 18 in the home. 39% of the women we serve are single mothers, 37% are on social services. Our Rogers facility opened in 2013 and in 2021 we opened a 2nd location in Fayetteville with the intention of expanding reach to an underserved black community and those coming out of the Women's Correctional Facility. Our programs provide short term resources and long-term support that equip her with a confidence that she carries forever and the knowledge that she can actively define her life, the direction she takes and what success means to her.

TERMS OF EMPLOYMENT

A. BACKGROUND CHECKS:

- a. Background checks may be conducted
- b. Professional and personal references must be provided

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 2022.
- 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 (35 hours per week) position.
- b. The basic workweek is Monday through Friday from 9:00 am to 4:00 pm
- c. Some job duties may require evenings, after-hours and weekends
- d. Flexibility to provide own transportation between the 2 locations Rogers and Fayetteville

D. BENEFITS

- a. SALARY. The individual shall receive a \$4,200 salary distributed. Paychecks will be distributed every 2 weeks.
- b. PROFESSIONAL DEVELOPMENT. The United Way of Northwest Arkansas will provide an orientation and two professional development sessions to the employee.

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. The Community Engagment will help Dress for Success build sustainability to support 2 locations by elevating our awareness and outreach capabilities

B. DUTIES

- a. The Community Engagement Intern will work to develop and execute an enhanced process for ongoing donor outreach and engagement.
- b. Provide day to day support to Communications & Development committees to execute fall 2022 fundraiser
- c. Assist in developing an ongoing strategic process aimed at increasing awareness for Dress for Success NWA, raising funds and supporting our partnerships
- d. Assist with brainstorming, creating, and distributing marketing and fundraising materials

C. COMMUNITY IMPACT

- a. Dress for Success has a goal to double our client reach in by 2023 specifically targeting an underserved black community as well as creating new program opportunities to serve a large Latino population in both Benton and Washington county. The role of the intern in driving awareness and support of our organization will equip us to sustain and grow resources needed to effectively expand and improve outcomes.

QUALIFICATIONS

- a. Possess excellent verbal and written communications skills
- b. Ability to interact professionally and collaborate on project with stakeholders
- c. Ability to prioritize tasks and focus on multiple projects and deadlines simultaneously
- d. Ability to work independently as well as with others with minimal supervision
- e. Creative thinking to generate new ideation for outreach opportunities
- f. Experience with Microsoft programs, Canva design (desired)

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

- a. Our program will give students a full 360 view of all the facets of running a non-profit organization with hands on exposure to staff responsibilities, managing volunteers, board engagement and community outreach.

B. SKILL DEVELOPMENT

- a. The skills learned during this internship will allow the student to apply classroom lessons to the real world. They will have the opportunity to develop outreach strategy for the organization in conjunction with the staff, learn project management skills, and process to bring idea to reality across all marketing mediums.

C. PERSONAL GROWTH AND DEVELOPMENT

- a. Our program exposes students to many diverse life skill workshops as well as client experiences to build their own arsenal of empowerment, perseverance, and confidence along with compassion for those in crisis and underserved.