



THE DIAPER COLLECTIVE
of Northwest Arkansas

Development Intern

Family Network, Inc
614 E Emma Ave Suite 103
Springdale, AR 72764
Supervisor: Audrey Zavaleta
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EMPLOYMENT TERMS

- Background Checks
 - This position requires a background check.
- Eligibility
 - 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.
 - Written enrollment verification from their college or university confirming the student's enrollment status.
- Work Schedule & Conditions
 - This is a temporary full time (35 hrs a week) position.
 - This position will have flexible hours and can be worked around existing school or work commitments
 - The student will be required to work in office or at the diaper storage facility.
 - This position is not eligible for holiday or vacation leave. If a student is sick, they must notify their host site as soon as possible and work out arrangements with their supervisor.
 - Occasional travel may be required for diaper drives and community outreach. Mileage will be reimbursed for any work related travel at \$0.50 a mile.
 - This position requires some heavy lifting.
- Salary and Benefits
 - The student will receive a \$4,200 salary distributed during the normal pay cycles (biweekly) at Family Network for the duration of the 8-week employment.
- Professional Development
 - United Way will provide interns an in-person orientation and two professional development opportunities.

- The employee will have the opportunity to attend and participate in monthly Diaper Collective committee meetings, as well as attend and facilitate other scheduled community events in NWA.
- Evaluations
 - An evaluation will be conducted at the end of employment from the direct supervisor. The evaluation will also include a self-evaluation and program evaluation.

RESPONSIBILITIES

Position Purpose

In this position, the student will focus on 2 main goals. First, they will assist in developing more corporate partnerships for diaper drives and donations that will allow for a more sustainable supply of diaper donations throughout the year to support the near 100,000 diapers distributed annually.

Second, the student will conduct the first Northwest Arkansas Diaper Needs and Outcomes research survey. As we continue to grow, the Diaper Collective's goal is to better understand the need in our community and this client survey will also help measure the impact that the Diaper Collective has in the communities we serve.

Duties

- Maintain and enhance effective systems for partner agency communication.
- Assist in building and maintaining relationships with corporations and businesses in order to develop ongoing diaper drives.
- Manage general operations, including diaper requests, and scheduling distribution, data entry, and office management.
- Conduct research on diaper need locally, including identifying policies related to this area.
- Assist with donor tracking and outreach, and development and fundraising in relation to the growth of the diaper program.
- Support team with special initiatives, events, and sponsorship and support recruitment needs as assigned.
- Conduct the first research survey of diaper recipients and produce findings to be able to share with funders and other supporters.
- Establish a process to collect stories and feedback from partner agencies to use in further sponsorship and funding opportunities.

Community Impact

As of the end of 2021, the Diaper Collected has distributed over 70,000 diapers to our 8 partner agencies, getting diapers to over 300 children in NWA. However, with several other large partners lined up to join in 2022, we will likely distribute

over 100,000 diapers in 2022. Not only will the families receive diapers, but as Family Network creates partnerships with local nonprofit organizations, the families will be receiving ongoing case management support as well. When a basic need is met, like diapers for their children, families are better able to focus on other larger goals, like mental health, jobs, or schooling. Nonprofits are also better able to focus their energies and finances on their specific mission.

QUALIFICATIONS

- Energetic and enthusiastic employee.
- Excellent and professional communication skills.
- Capability to succeed while working independently and thinking creatively.
- Problem-solving abilities and analytical skills.
- Dependability, accuracy, and attention to detail.
- Willingness to ask questions and openness to learning.
- Ability to meet deadlines, manage multiple responsibilities, and provide effective follow-up to the team.
- Desire to work with diverse populations.
- Ability to lift and handle large boxes.
- Pursuing a degree in public health, nonprofit management, social work, sociology, or a similar field.
- Bilingual is preferred.

LEARNING OBJECTIVES

Career Development

- Through this internship, the employee will have a working knowledge of how a nonprofit is managed and gain experience in project management.
- The employee will learn how to engage with the community and how to work with other professionals in the office and within the community.
- The student will gain experience building strategic relationships and the stewardship of those relationships.
- The employee will gain experience at working within a team as well as an independent player.

Skill Development

- The employee will gain skills in time management, professionalism, and organization.
- They will also grow their critical thinking and creativity skills while laying the foundation for this program.
- The employee will also develop skills in research and policy.

Personal Growth & Development

- By the end of this internship, the employee will have increased confidence when facing a new task or project and have greater communication skills to network with people in different roles.
- Through regular supervision time and accountability within the organization, the employee will develop self-reflection skills.
- The intern will also have greater exposure to diverse populations and their experiences.

SIGNATURES

Employee Name

Supervisor Name

Employee Signature

Supervisor Signature

Date

Date