



PO Box 3643  
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## TYSON SUMMER COMMUNITY INTERNSHIP

### Job Description

<b>Position Title</b>	Organizational Systems Coordinator Intern
<b>Organization</b>	Northwest Arkansas Continuum of Care (NWA CoC)
<b>Department</b>	
<b>Address</b>	P.O. Box 3643, Fayetteville, Arkansas 72702
<b>Supervisor Name</b>	Pam Hutcheson, Executive Director
<b>Supervisor Contact</b>	<a href="mailto:pam.hutcheson@nwacoc.com">pam.hutcheson@nwacoc.com</a> , (479) 717-7737

### OVERVIEW OF ORGANIZATION

The mission of the Northwest Arkansas Continuum of Care (NWA CoC), a private nonprofit organization, is to coordinate a community response to end homelessness in Northwest Arkansas. We are a collaborative leader in the region, working to support communities, families, and individuals through a collective impact model. Our members include over 30 nonprofit and governmental organizations that address homelessness in Northwest Arkansas. The NWA CoC’s target population to effect change is individuals, families and unaccompanied youth at risk or experiencing homelessness in Benton, Washington, Madison, and Carroll counties in Northwest Arkansas. We accomplish our mission through coordinating a community response to end homelessness in accordance with the rules and regulations of HUD and are the officially recognized continuum of care for NWA. Broadly, HUD requires the NWA CoC to identify local needs, gaps, and resources; issue a set of local priorities to assist in the allocation of federal funds and submit a collaborative application for Continuum of Care funding in the NWA region.

### TERMS OF EMPLOYMENT

- A. **BACKGROUND CHECKS:** This position requires no background checks.
- B. **ELIGIBILITY:**
  - a. Be a currently enrolled, undergraduate student who will be returning to college to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2022.
  - b. Be able to 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. This position is not eligible for vacation or holiday leave during employment. If a student is sick, they must notify their host site as soon as possible and work out arrangements with their supervisor.

- c. This position is considered a temporary position and is, therefore, not eligible for sick, annual or holiday leave during employment.
- d. Intern should have a laptop with Wi-Fi and reliable transportation as the Intern maybe asked to travel to different agencies, work remotely and/or participate in off-site meetings.
  - i. Costs associated with mileage will be reimbursed according to the agency employee manual.
- e. Primary workplace may be remote work or rotated among three different agencies in Fayetteville or in Bentonville, to be negotiated at the time of acceptance of placement.

#### **D. BENEFITS**

- a. SALARY: The individual shall receive a \$4,200 stipend 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 two professional development opportunities to the employee.
  - i. NWA CoC will also provide professional development training opportunities through direct supervision provided by the Executive Director, attendance at weekly case conferencing, and committee meetings. There will also be opportunities to participate in Community-wide trainings provided by the NWA CoC and its 30 member organizations.

#### **DI. 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.

### **Organization Overview**

#### **RESPONSIBILITIES**

- A. **POSITION PURPOSE**: Overall, the function and outcomes of any professional internship program is that the student/intern will learn workforce skills.
- B. **DUTIES**: The individual/intern will be expected to perform the functions as listed below in the desire to reach the following organizational outcomes in the homeless sector which is considered an underrepresented population in our community.
  - 1. Enhanced data management visibility and coordination between coalition service providers such as Salvation Army and 7Hills Homeless Center. Outcomes will include:
    - a. Enhanced technical monitoring ability for the agency.
    - b. Improved technical efficiency of current staff through research and IT training within the established database. The current system is in in need of enhancement and the current staff does not have the capacity to engage with System Developers, so it is expected here that the intern will become proficient and train staff.

2. A fully updated by-name list through outreach to persons previously identified as having experienced homelessness for follow-up and reassessment. Outcomes will include:
  - a. The number of individuals contacted and
  - b. the result of that contact (i.e., self-resolved, re-assessed, housed, etc.)
3. Increased coalition building capacity in sub-populations of the CoC's 'housing' jurisdiction such as LGBTQ, Youth, Senior and Disabled advocacy and service groups. Outcomes will include:
  - a. An enhancement/increase in the membership of the CoC with representation from these groups.
4. Increase the visibility of the NWA Continuum of Care and its member organizations. Outcomes will include:
  - a. Production of a media/video project that may tell the stories of individuals experiencing homelessness or housing insecurity in NWA. This video project will be used in public presentations and through local media outlets as appropriate.
5. Participate in NWA CoC Committee meetings and work, specifically the Diversity, Equity, and Inclusion and Advocacy Committees. Outcomes will include:
  - a. Increased knowledge in needs of marginalized communities and advocacy strategies.
6. Participate in coordinated entry committee, leadership meetings and management decisions with the following potential outcomes:
  - a. Increased knowledge in non-profit management and data driven decision making in grant execution and monitoring.

### **C. COMMUNITY IMPACT**

- a. This position will have the intended effect to enhance the visibility of the Northwest Arkansas Continuum of Care. This enhanced visibility will increase resources including financial donations, acknowledgement of the community-wide impact of homelessness and housing insecurity as well as prepare the next generation of non-profit leaders in Northwest Arkansas.

### **QUALIFICATIONS**

- A. The successful candidate will:
  - a. Demonstrate an intermediate level of knowledge of software programs or be sufficiently computer-literate to learn the system quickly from third parties.
  - b. Demonstrate an intermediate level of knowledge of videography and the ability to edit short recordings into marketing media materials or be sufficiently computer-literate to learn the system quickly from third parties.
  - c. Demonstrate a basic knowledge of marketing/advertising.
  - d. Demonstrate a basic or intermediate knowledge/skill in writing complex and technical papers for submission to funders.
  - e. Demonstrate critical thinking skills and a capacity to juggle multiple tasks in an organized manner.



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- f. Be able to demonstrate reliable transportation and access to their own computer and Wi-Fi systems.

**LEARNING OBJECTIVES**

**A. CAREER DEVELOPMENT**

- a. The overarching goal is of this position is to prepare the intern for the workforce, having accomplished a summer internship program that addresses:
  1. Leadership
  2. Teamwork
  3. Interpersonal Skills
  4. Learning/Adaptability
  5. Emotional Intelligence
  6. Creativity
  7. Organizational Skills
  8. Technology Skills

**B. SKILL DEVELOPMENT**

- a. The Intern/Employee will acquire (at a minimum) the following skills:
- b. The role of Collective Impact in resolving community-wide social problems.
- c. A basic knowledge of non-profit leadership and organizational management.
- d. The role of data-driven decision-making in non-profit leadership and management.
- e. Basic skills in resource development.

**C. PERSONAL GROWTH AND DEVELOPMENT**

- a. The intern will develop increased confidence in public presentations and community engagement and enhanced creativity and critical thinking skills. Additionally, the intern will develop a strong identification as a Tyson Community Intern, model collaboration and enhance awareness of the Tyson corporation and non-profit organizations.

**SIGNATURES**

<b>EMPLOYEE NAME</b>	<b>SUPERVISOR NAME</b>
<b>EMPLOYEE SIGNATURE</b>	<b>SUPERVISOR SIGNATURE</b>
<b>SIGNATURE DATE</b>	<b>SIGNATURE DATE</b>