



**Position Title: Development & Thrift Store Intern**

**Northwest Arkansas Women's Shelter & Thrift Store Rogers, AR**

**Reports to:** Development Director, Stacy Seger

[stacy@nwaws.org](mailto:stacy@nwaws.org), 479.278.7278

*The mission of the Northwest Arkansas Women's Shelter (NWAWS) is to provide shelter and support at any hour for those affected by domestic violence in our community. In 2020, more than 589 individuals, nearly 1/3 of whom were children, called NWAWS home for a time. All services are provided at no charge regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, sexual orientation, gender identity, or any other legally protected status. More information about the Northwest Arkansas Women's Shelter is available at <http://www.nwaws.org/>.*

**Terms of Employment**

- A. Background Checks:** This position requires a comprehensive criminal background check be performed.
- 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 NWA.
- 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.
- D. Benefits:**
  - a. Stipend: The individual shall receive a \$4,200 stipend disbursed bi-weekly in equal amounts for the duration of employment.
  - b. Professional Development: The United Way of NWA will provide an in-person orientation and two professional development opportunities to the intern.
- E. Evaluations:**
  - a. The intern 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 intern will receive substantial experience with
    - i. Nonprofit development & management
    - ii. Events Planning
    - iii. Thrift Store Management
    - iv. Sales Reporting and Strategy
    - v. Donor Relations



b. Duties

- i. Primary responsibility will be the coordination and execution of the 3<sup>rd</sup> annual tent sale and celebration for the NWAWS Thrift store.
  1. Securing rental equipment to ensure event happens rain or shine
  2. Securing partners and vendors to help create a festive atmosphere
  3. Working in conjunction with General Manger and Operations Manager to ensure proper staffing and volunteer levels to hold event
- ii. Work with Thrift Store General Manager to oversee day-to-day retail functions
- iii. Pull and analyze sales reports to suggest sales/incentives to attract new customers
- iv. Help research potential donors
- v. Provide support in sending mailings and invitations
- vi. Help provide current donors and members with information requests
- vii. Working in a team environment, leveraging everyone's unique abilities to achieve success
- viii. Depending on experience, help design invitations and event promotions
- ix. Help with maintaining database records
- x. Help with "busy" work including envelope stuffing and administrative duties like file cleaning and data entry

c. Community Impact

- i. As an established and active nonprofit, we are always looking for new ways to reach new donors, establish community relationships and partnerships, gain corporate sponsors, but most importantly, new ways to serve our clients and empower them to live independently and thrive!

**Qualifications**

- A. We are seeking a motivated and responsible college student or young professional who is looking to gain experience working with an established nonprofit. Prior intern experience is not a requirement, but we do require you to have a strong work ethic and willingness to learn.
- B. A potential intern should be comfortable working independently but also working with a team and a supervisor.
- C. The position of the Development & Thrift Store Intern will be during the summer months of 2022 with specific dates to be determined within the guidelines set forth by the UWNWA Tyson Summer Intern Grant Program.

The NWAWS commits to providing regular and constructive feedback as it relates to learning objectives, a consistent presence during the working hours of the intern, a supportive environment to learn and grow, and a TON of fun with a great team!



## Learning Objectives

- A. Career Development
  - a. This position will be “full immersion” – there will be limited classroom or lecturing time outside of the professional development trainings provided. The intern will be expected to be a contributing member of a busy team. They will learn how to navigate a professional office environment with the professional relationships that entails.
  
- B. Skill Development
  - a. As a fully functioning member of the Development & Thrift Store teams, they will be allowed to try things out they have learned. They will be provided feedback and offered suggestions. They will also be allowed to “fail” if that happens and will learn from setbacks and road blocks.
  
- C. Personal Growth and Development
  - a. As a member of a tight-knit team and full staff, they will have a safe environment in which to “practice” their skills with a safety net. We have a no judgment policy and are quick with feedback and compliments, alike.

## Signatures

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Intern Name

Supervisor Name

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Intern Signature

Supervisor Signature

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Date

Date