

# Job Description

<b>Position Title</b>	<b>Single Parent Scholarship Fund of NWA Intern</b>
<b>Organization</b>	Single Parent Scholarship Fund of Northwest Arkansas
<b>Department</b>	Multi
<b>Address</b>	2601 SW D St. Bentonville, AR 72712
<b>Supervisor Name</b>	Tyler B. Clark
<b>Supervisor Contact</b>	<a href="mailto:Tyler@spsfnwa.org">Tyler@spsfnwa.org</a>

## OVERVIEW OF ORGANIZATION

Founded in 1984 by Marjorie Marugg-Wolfe and Ralph Nesson after realizing a need for supportive services for single mothers living in poverty who were looking to further their education. For nearly forty years, Single Parent Scholarship Fund of NWA and Single Parent Scholarship Fund of Benton County have collectively given away 20,160 scholarships, for a total of over \$15.3 million and impacting thousands of families.

In July 2021, Single Parent Scholarship Fund of Benton County (SPSFBC) and Single Parent Scholarship Fund of Northwest Arkansas (SPSFNWA) merged into one brand new organization—Single Parent Scholarship Fund of Northwest Arkansas- serving Benton, Carroll, Madison, and Washington counties. We are now one entity and stronger than ever. As a newly merged organization with a mission of changing lives by encouraging personal success, we will award nearly \$894,000 in scholarships annually to deserving single parents.

SPSFNWA has been successful in helping low-income single parents of Benton, Carroll, Madison, and Washington counties obtain a college degree or career certification as their family’s pathway out of poverty since 1984. We do this by offering direct financial assistance to single parents living below the Federal Poverty Level who are pursuing education that leads to employment with family-sustaining wages.

In addition to financial support, SPSFNWA also offers professional development to help ensure the academic and professional success of recipients. At our annual Empower Summit, alumni, recipients, and interested applicants are connected to an array of resources and workshops to help with personal branding, , managing a class syllabus, how to set up a child college savings account, credit counseling, how to maintain a LinkedIn profile, resume building, job interview skills, and many other useful professional skills.

SPSFNWA is proud to also offer the following services: behavioral health counseling services for recipients and their children, access to computers, printing, and copying, tutoring, learning coach services, non-food/dry panty, dental, eye care, and chiropractic referrals, technology needs/rental deposit assistance, as well as wide access to other community non-profits through referrals.

## TERMS OF EMPLOYMENT

- A. BACKGROUND CHECKS:** This position requires the following background checks.
  - a. None required
- 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. Cannot be a current or former scholarship recipient of SPSFNWA.
- C. WORK SCHEDULE & CONDITIONS**
  - a. This is a full time (35 hours per week) position.
    - i. In-Office hours are Monday-Thursday 8:00am to 4:30pm. Friday is a remote workday. Will need internet access for remote work.
  - b. This position is not eligible for vacation during employment. If a student is sick, they must notify their host site as soon as possible and work out arrangements with their supervisor.
    - i. Individual will receive pay for two holidays observed during internship period.
- D. BENEFITS**
  - a. SALARY. The individual shall receive a \$4,200 salary distributed. Bi-weekly pay schedule.
  - b. PROFESSIONAL DEVELOPMENT. The United Way of Northwest Arkansas will provide an orientation and two professional development sessions to the employee.
  - c. Work-related mileage reimbursement.
- 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.

## Organization Overview

### RESPONSIBILITIES

- A. POSITION PURPOSE**
  - a. Qualified intern will provide direct assistance to three departments that are integral to the mission of the organization. Fundraising, programs/scholarships, and marketing will give a well-rounded experience with a strong introduction to the non-profit sector. The purpose of this opportunity is to offer a wide variety of experiences in multiple departments with different interdisciplinary skills acquired. As a workforce development organization, it is our mission to make a direct impact in the community.
- B. DUTIES**
  - a. Development Team duties/experience:**
    - i. Assist the Development team with finding new grants and funding opportunities.
    - ii. Donor prospect research

- iii. Assist with event planning for our annual Spark of Hope event. (Collecting RSVPs, social media posts, donation entry, stuffing/ mailing invites, etc.)
- iv. Plan, coordinate, and manage in-kind donation drives for recipient dry pantry.

**b. Marketing Team duties/experience:**

- i. Assist with social media posts across various social media platforms
- ii. Assist with writing and sending press releases
- iii. Assist with career fair and community event "booths" to build awareness of services
- iv. Assist with Constant Contact communications plan for donors, recipients, and community

**c. Program Team duties/experiences:**

- i. Assist with coordinating volunteers and applicants for scholarship applicant interviews.
- ii. Manage recipient thank you notes for donors

**C. COMMUNITY IMPACT**

- a) According to the KidsCount Data Center from the Annie E. Casey Foundation, 37% of all children in Arkansas live in a single-parent household, and 48% of single-parent families in Arkansas live below the Federal Poverty Level. A major factor that contributes to this problem is the lack of post-secondary education of the parent/head of household. Arkansas consistently ranks near the bottom of the list in per capita residents who hold bachelor's degrees or higher. In Arkansas, 90% of single mothers do not hold a college degree. *(Source: Single Parent Families in Northwest Arkansas by Dr. Kevin Fitzpatrick, Chair of the Community and Family Institute at the University of Arkansas)* Single-headed families are more likely to live in poverty and face limited educational and occupational opportunities.

The impact of our work is far-reaching. When families are lifted out of poverty, the entire community benefits. The students in our program have roots in Northwest Arkansas and are more likely to remain in the region following graduation, increasing the number of Arkansans who hold college degrees. This results in a more educated workforce for business, industry, healthcare providers, and school systems. Our scholarships and programs also inspire a culture of philanthropy, as our graduates are inclined to give back themselves-both financially and through volunteer service to the community that supported them during their educational journey.

The success of SPSFNWA is the success of the entire region. Most importantly, the families we serve benefit by breaking the cycle of poverty. Our graduates have fulfilling careers that pay sustaining wages and offer benefits such as retirement plans, health insurance, and more. Our Scholars can ultimately eliminate their dependence on government aid and charitable support, all the while helping to grow our area economy. And perhaps best of all is the generational impact that we see. The children of our recipients see the efforts of their parents pay off and now think of college as an option for their own lives too!

Having another position available will enable SPSFNWA to have a deeper impact on the community.

## **QUALIFICATIONS**

- A. Social Media experience, strong communication skills, highly organized, ability to travel to Bentonville (office location), team-player, eagerness to learn, and an ability to be a good steward of the organization's mission.

## **LEARNING OBJECTIVES**

### **A. CAREER DEVELOPMENT**

- a. Opportunities to attend monthly AFP meetings, DonorPerfect (donor management system) training, and attend SPSFNWA board-designated committee meetings.
- b. There will also be an opportunity to view the previously recorded 2021 SPSFNWA Empower Summit. The Empower Summit is a professional development conference that we provide to our recipients. We had community partners, such as CCOA, Cameron Smith & Associates, and professional counselors, that provided content on a variety of topics focused on career advancement.
- c. Opportunity to work beside and learn from NPO seasoned professionals.

### **B. SKILL DEVELOPMENT**

- a. Project management
- b. Communications
  - i. External and Internal
- c. Time management
- d. Grant research
- e. Multi-tasking

### **C. PERSONAL GROWTH AND DEVELOPMENT**

- a. The experience at SPSFNWA will be unique due to the different departments that an intern will be working in. An intern will develop not only the skills listed above, but also autonomy, critical thinking skills, expansion of knowledge of community resources, and growth of professional network.