

United Way of Northwest Arkansas Internship Application

United Way of NWA Overview:

Serving the community since 1931, United Way of Northwest Arkansas is a forward-thinking organization headquartered in Lowell, Arkansas, working to improve the capacity of individuals and families by mobilizing the caring power of our community through collaboration with our partners. We are an independently-governed 501(c)(3) nonprofit organization connected to a network of more than 1,400 local United Ways through United Way Worldwide. We have our own board of directors and focus our work creating long-lasting changes by addressing the underlying causes of problems within our community. United Way of Northwest Arkansas proudly serves Benton, Madison and Washington counties.

Internship Positions (2 available): A \$1,000 stipend will be paid to the student for each position. Customization of specific projects is available based on the intern's unique interests, skills and career goals.

- **Advancement/Community Impact Internship Position:** The Advancement Department Internship with United Way of Northwest Arkansas is designed to provide hands-on experience with donors and corporations in the community as well as cultivate skills required for success in the nonprofit industry. The Advancement team includes fundraisers and corporate relations specialists as well as professionals who work in marketing, communications and external relations. The Advancement Intern will work alongside the Advancement team to effectively promote and market United Way of Northwest Arkansas by contributing to the planning, implementation, launch and wrap-up of special projects as well as assisting with fundraising strategies. The Community Impact Department runs all local United Way programming in Northwest Arkansas including grants to nonprofits, federal grants, nonprofit relationships, and our early literacy program, Dolly Parton's Imagination Library. The intern will help implement the Joy of Sharing, holiday gift program.
- **Arkansas 211/United Way Internship Position:** Arkansas 211 is a statewide program, headquartered at the United Way of Northwest Arkansas, that connects residents to resources based on their unique needs. Arkansans can dial the number 211 to get in touch with community resource associates who are experts at what programs exist in the community and can refer residents to various programs all from one phone call. The intern will gain experience in marketing, communications, business development and resource database management.

Required Qualifications:

- College Junior or Senior status
- Must be available 10-15 hours/week

Desired Skills:

- Basic background in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Project management and organizational ability
- Ability to work independently, self-starter
- Written and oral communication skills
- Knowledge of social media planning
- Presentation skills

Time Commitment (select one of the following terms):

- Summer Semester 2023, May 30 – August 4
- **Fall Semester 2023, August 21 – December 7**
- Spring Semester 2023, January 17 - May 4

United Way will make every effort to afford the intern the greatest possible flexibility in scheduling 10-15 internship hours a week. The time commitment and work location may vary according to the intern's arrangement and request. It is preferred that the intern have either reliable personal transportation or develop with United Way an accommodating schedule. If the intern seeks academic course credit, United Way will make every effort to support the required experiences.

Compensation: \$1,000 Stipend

To complete the application, candidates should:

- Submit a **resume and cover letter, including answers to the following questions, via e-mail to Mariah Voelkel, Associate Manger of Finance & People, mariah@unitedwaynwa.org**
- In addition, submit the **contact information for two personal/ educational references**. See *information needed for each reference below*.

Please answer the following questions in your application cover letter:

- State within the cover letter what position or positions you have interest in.
- Have you volunteered with United Way of Northwest Arkansas or any other United Way in the past?
- Are you familiar with the programs and services United Way of Northwest Arkansas offers?
- Please describe past leadership experiences that make you an ideal candidate for the internship.
- Describe your past volunteer involvement at any organization.
- What are you hoping to gain through this internship?

Please submit the following contact information for your 2 references:

Professional/ Educational Reference 1:

Name:

Email:

Phone:

Relationship to you:

Professional/ Educational Reference 2:

Name:

Email:

Phone:

Relationship to you: