United Way of Johnson & Washington Counties

Position Description

Special Events Intern

REPORTS TO: Director of Development, Marketing & Communications

STATUS: Internship - Unpaid - January – May

United Way of Johnson & Washington Counties mission is to improve lives by uniting the caring power of community in Johnson and Washington Counties. United Way partners with donors; nonprofit organizations; public policy makers at the local, state and national levels; community leaders; and area businesses; to address the challenges we face as a community. Together, we support a vision of a strong, supportive, safe and healthy community.

POSITION SUMMARY: As the Special Events Intern, you will be an integral member of the Development, Marketing & Communications team. You'll get real-life, substantive, and meaningful special events planner experience. Events and engagement experiences are a means to deliver United Way's strategic message, increase community awareness, raise funds, cultivate, educate and recognize donors and other constituents, increase donor commitment to United Way. In 2019 United Way of Johnson & Washington Counties will be celebrating their 100th Anniversary. The Intern will support the initial stages of the planning of visual representation(s), special events and unique experiences for community members to celebrate our centennial.

You'll be researching, creating media and writing content to illustrate the impact of United Way of Johnson & Washington Counties over the past 100 years. It's a great chance to find out what nonprofit special events work is really like, get an inside peek at philanthropic work and generate work for future portfolios.

The ideal candidate is a creative, organized planner. They will have strong written and verbal communication skills and in addition, they should be a detail person, a serious self-starter, and an adept project juggler.

This is an unpaid internship, but full class credit may be provided in coordination with faculty.

EDUCATION/REQUIREMENTS: The Winter Semester Intern opportunity is open to recent graduates or current students of undergraduate or graduate programs. The ideal candidate will have:

- Strong communication skills.
- Work both independently and as part of a team.
- Ability to multi-task in a fast-paced, changing environment.
- Ability to work with all levels of staff.
- Excellent research and event planning skills.
- A desire to create historical documentation, outward facing communications and work with event team on other creative elements.
- Other assignments as requested by the United Way of Johnson & Washington Counties.

PHYSICAL DEMANDS: This job description describes the general nature and level of work performed by employees/interns assigned to this position. It should not be construed as an exhaustive list of all required duties, responsibilities and skills. The physical demands of this job are representative of those required to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable disabled individuals to perform the essential functions of the job.

Thank you for your interest in United Way of Johnson & Washington Counties. Please apply via the online system. You will be contacted if your qualifications are a good match and you are selected for an interview.