



### **Internship Opportunity: Impact Programs Assistant**

United Way is seeking a motivated and detail-oriented individual to support a variety of United Way-led community initiatives, helping coordinate programs designed to support children, families, and individuals across Johnson and Washington Counties. This position offers an excellent opportunity to gain hands-on experience in program coordination, community engagement, and volunteer management. In collaboration with a dynamic team of nonprofit professionals and local stakeholders, this role will help build practical skills in communication, project logistics, and partnership support. The role is designed to offer flexibility around academic schedules with the potential for academic credit if applicable.

### **About Us**

United Way of Johnson and Washington Counties is dedicated to improving lives by mobilizing the caring power of our community. We collaborate with local organizations and stakeholders to address pressing social issues and create lasting change. Our initiatives include programs to support education, healthy communities, financial stability, community resiliency and more.

### **Position Details**

- Hours: 10-20 hours/week; occasional evenings or early morning required for special events
- Duration: September 2025- May 2026
- Location: In-person at United Way of Johnson and Washington Counties

### **Key Responsibilities**

- Assist with planning, communication, and day-to-day operations of key United Way initiatives such as Adopt A Family, Summerships, and other seasonal or year-round programs.
- Organize & maintain program documentation (e.g., wishlists, applications, supply inventories, etc.).
- Communicate with community partners, donors, and families.
- Assist in preparing printed materials, supplies, and coordinating logistics for volunteer events.
- Attend corporate and community volunteer activities to support and lead as needed.
- Help sort, organize, and distribute donated items for seasonal drives or program efforts.
- Contribute to tracking participation, impact data, and key outcomes across initiatives

### **Qualifications**

- Basic understanding of software tools relevant to data analysis and volunteer management, or the ability to learn these skills quickly.
- Excellent communication skills, with the ability to engage with diverse stakeholders effectively.
- Passion for community service & social impact.
- Preferred: Currently enrolled in a relevant undergraduate or graduate program (e.g., Social Services, Public Administration, Public Health, Community Development, or other related field).

**How to Apply:** To apply for this internship opportunity, please send your resume to Emily Meister, Director of Community Impact and Engagement at [emily.meister@unitedwayjwc.org](mailto:emily.meister@unitedwayjwc.org).