



Internship Opportunity: Volunteer Center Associate

United Way is seeking a proactive and detail-oriented individual to support volunteer engagement, strengthen community partnerships, and assist with planning and execution of programs and events. This position offers an excellent opportunity to gain hands-on experience in volunteer coordination, nonprofit programming, and community engagement. In collaboration with a dynamic team of nonprofit professionals and local partners, this role will provide exposure to professional development and networking within the local nonprofit sector. 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

- Collaborate with community partners to provide basic software training and keep volunteer opportunity listings up to date.
- Assist in the planning and execution of United Way community volunteer events and initiatives.
- Attend partner and corporate volunteer events to help lead and coordinate volunteers on site.
- Prepare materials and gather supplies for volunteer projects, support delivery and collections as needed.
- Support general United Way operations, including administrative tasks and cross-program coordination (up to 20% of time).

Qualifications

- Strong organizational skills and a collaborative spirit.
- Comfortable using or learning software tools relevant to volunteer management and data tracking.
- Strong communication skills and the ability to work with a diverse range of individuals and organizations.
- Passion for community service & making a positive impact through local initiatives.
- 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.