

United Way Intern Job Description

The Kishwaukee United Way Intern is the person in our non-profit organization who provides support to the 2 staff members in our organization. The Intern will be responsible for such things as supporting United Way events and initiatives, attending internal and external meetings, and assisting in the areas of marketing, event planning, social media outreach and general support.

The duties of the Kishwaukee United Way (KUW) Intern may include:

- Assisting staff in planning and promotion of KUW's Annual Meeting in March. This might include preparations of materials for the Annual Report, promoting our new 211 Initiative, working with event logistics, and serving a role at the meeting itself.
- Working with Kishwaukee United Way on its Money Smart Week financial literacy initiative in April, assisting in program management, communications and outreach to program partners.
- Working in conjunction with the Marketing/Resource Development Committee to ensure that events and initiatives are communicated via KUW's marketing and media avenues, including but not limited to press releases, social media posts, radio shows, vendor fairs, and other avenues.
- Serving on KUW Day of Caring and/or Taste of the Vine Committees (if convening in the active semester) to assist with event efforts and take on tasks as able.
- Providing support to the maintenance of Constant Contact database by deleting records no longer valid, working with contact lists and activity reports to avoid duplication & ensure reach and accuracy in communications. Take the lead on Constant Contact e-blasts and e-newsletter from soliciting content to writing copy, editing and publishing.
- Providing regular website maintenance or work closely with KUW staff to manage website, updating content on a regular basis to ensure all information is accurate, up-to-date and effectively communicated.
- Working with KUW staff on frequent basis to determine if and when events are worthy of photographing and/or videotaping and attending the events to photograph/videotape and uploading data to website or Social Media.
- Contributing to increased social media presence on behalf of KUW including but not limited to Twitter, Facebook, Linked In and Pinterest, working closely with KUW staff to manage content on a regular basis.
- Acting as a point of contact and assisting in the organization of campaign special events and in the development of new events on behalf of small business, clubs and organizations. Examples include Restaurant Nights, Expo events, Outreach Fairs, etc.
- Assisting with donor appreciation efforts throughout the year like thank you calls and thank you notes.
- Assisting staff and Board with conducting prospect research on individuals, foundations and corporations.
- Research and recommend community outreach activities in DeKalb County to ensure KUW's robust participation in relevant community events.
- Requirements: Ability to work flexible hours, some not during regular business hours, if needed. Having your own personal transportation is highly desired, as often interns meet staff offsite at various locations/meetings.

The Kishwaukee United Way (KUW) Intern will keep data confidential, have strong leadership skills, excellent communication & writing skills, good computer skills and proficient internet skills.