

Position: VOLUNTEER EVENTS INTERN
Organization: United Way of Salt Lake
Salt Lake City, Utah
Department: MARKETING AND COMMUNICATIONS
Reports to: VOLUNTEER AND COMMUNITY ENGAGEMENT DIRECTOR
www.uw.org
Duration: Ongoing annually: April 1 – September 1

ORGANIZATION BACKGROUND AND EVOLUTION

UWSL has made a promise to our community—to change the odds so all children and their families have the same chance to succeed in school and life. Our role has evolved into a community problem-solving organization, dedicated to advancing the education, income, and health of our neighborhoods to ensure that every child succeeds every step of the way, from cradle to career. Our Collective Impact model brings many different sectors together to find innovative ways to address challenges, and develop lasting changes.

WORK ENVIRONMENT

UWSL has been voted one of Utah’s Best Companies to work for three years in a row. Our work environment is fast-paced, friendly, committed, nonpartisan, and adaptive. Interns can play a vital role in our Collective Impact work. Each role fills specific needs. We celebrate success, and work toward ambitious goals. We hope to provide the necessary environment for individuals to develop essential skills.

POSITION OVERVIEW

The intern will be an essential member of the volunteer team and the Marketing and Communications Department. The volunteer team brings together people from companies and the general public to get involved in our work through volunteer events and social media campaigns. Volunteer engagement is a critical component to engaging new and existing supporters in meaningful ways that increase their support and ongoing engagement with United Way of Salt Lake. We are a collaborative, high-energy, and creative team looking for an intern who can take a leading role in creating and implementing volunteer events and social media campaigns.

This opportunity is ideal for students who are majoring in marketing or communications or students with career goals in events management, volunteer management, or non-profit management. The intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of volunteer event creation and management, social media campaigns, and community engagement strategies. Minimum commitment May – September approximately 12-20 hours/week with additional hours typically required the week of the event. The position will be based out of our Salt Lake City office with some travel required within our service area.

REQUIREMENTS

- Enrolled in marketing, communications, business or a related degree
- Demonstrated project management skills
- Excellent written and verbal communication skills

- Proficiency in the use of Word, Excel, PowerPoint, google documents, etc.
- Proficiency in the use of Facebook, Twitter, and Instagram
- Demonstrated ability to work in a professional manner with staff, vendors, volunteers, and others
- Ability to connect with and secure commitments for event needs
- Flexible schedule, including ability to work some evenings and weekend events
- Ability and means to travel within our service area

KEY RESPONSIBILITIES

1. Assist Community Volunteer Engagement Coordinator in the planning and execution of the Day of Action event including recruiting volunteers through social media, securing vendors, event planning, event documentation, and day of event volunteer management
2. Under the supervision of the Volunteer and Community Engagement Director, plan and execute a family friendly community engagement event in conjunction with the Stuff the Bus event including recruiting volunteers through social media, identifying family friendly opportunities to promote the event, coordination for event logistics with America First Pavilion and catering company, event planning, event documentation, and day of event volunteer management
3. Provide planning and event support for Day of Caring and Stuff the Bus as assigned
4. Other duties as assigned

PHYSICAL REQUIREMENTS

The intern is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices. The intern must be able to transcribe, enter data, operate a computer and other standard office machinery. The intern is required to regularly travel to locations outside of UWSL's facilities to set-up volunteer events. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 25lbs.

BENEFITS

Upon satisfactory completion of internship, the student will receive a stipend award and/or school credit.

TO APPLY

Email your resume, letter of intent, and three professional references to jobs@uw.org. Only complete applications will be considered for the position. The complete job description can be found at <http://www.uw.org/about-us/careers.html>