

Position: VITA ADMINISTRATIVE INTERN
Organization: United Way of Salt Lake
Department: 2-1-1
Reports to: 2-1-1 PARTNERSHIP DEVELOPMENT MANAGER
Duration: January 9 – April 28

THE ORGANIZATION

United Way of Salt Lake (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. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and ambitious goals. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique.

POSITION OVERVIEW

The intern will be a critical support to the Partnership Development Manager and the entire 2-1-1 team. VITA (Volunteer Income Tax Assistance) season (January 1st – April 15th) is the busiest time of year for 2-1-1. The administrative intern is critical in ensuring a quality experience for callers with both VITA, and health care-related needs. We are looking for an intern who can take a leading role in managing many of the administrative responsibilities brought on with VITA. This opportunity is ideal for students seeking careers in management or administration in either the public or private sector. 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 management, and nonprofit administration. Minimum commitment is January – April. Average workload is approximately 12-20 hours/week. The position will be based out of our Salt Lake City office.

KEY RESPONSIBILITIES

1. Manage 2-1-1 text message reminders to callers with VITA appointments
2. Provide support in managing relationships with VITA Regional Coordinators and other partners
3. Provide support in managing/troubleshooting issues related to VITA
4. Provide support in managing 2-1-1 VITA scheduling software
5. Assist in the creation of evaluation methods/tools for community partners 2-1-1 works with on VITA
6. Other duties as assigned

REQUIREMENTS

- Enrolled in relevant degree program
- Demonstrated project management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft and Google suites
- Demonstrated ability to work in a professional manner with staff, community partners, volunteers, and others
- Ability and means to travel within our service area

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, and exchange accurate information interpersonally, or through communication devices. Must be able to learn new systems and procedures prepare and analyze data and figures; constantly operate a computer and other standard office machinery. The position requires occasional movement throughout the office to access files, papers, or move supplies weighing up to 25lbs. Must be able to remain in a stationary position 75% of the time.

BENEFITS

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

TO APPLY

Send completed applications to jobs@uw.org. Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.