



UNITED WAY OF SALT LAKE INTERNSHIP OPPORTUNITY

Position: Marketing & Events Intern
Organization: United Way of Salt Lake
Salt Lake City, Utah
Department: Marketing/Communications
Reports to: Events Director & VP Marketing and Communications
www.uw.org
Duration: August 19, 2013 – December 6, 2013

ORGANIZATION BACKGROUND AND EVOLUTION

For over 100 years, United Way of Salt Lake has served and strengthened the greater Salt Lake community. Established in 1904 as the Salt Lake Charity Association, its original mission was to help the poor, discourage panhandling, and coordinate the multiple programs serving the needy. During the past century, United Way of Salt Lake has changed as the community has changed.

Today, United Way of Salt Lake serves individuals and families in Davis, Salt Lake, Summit and Tooele counties. This four-county area represents approximately 1.4 million people or about 52% of Utah's population. United Way of Salt Lake is working collaboratively in new and innovative ways to change lives and build stronger communities. By bringing the right partners together to set goals, share data, track results, and align programs, United Way will not just help one child beat the odds, but change the odds for entire communities.

To change the odds, we focus on advancing the education, income stability, and health of our neighborhoods and communities. These are the building blocks for a good life—a quality education that leads to a stable job, enough income to support a family through retirement, and good health. Our goal is to create self-reliance by ensuring that every child succeeds, every step of the way, from cradle to career.

United Way of Salt Lake's promise is to create opportunities so that all children and families, regardless of their circumstances, have the same chances to succeed in school and life. The long-term effects benefit all of us.

WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever-changing. Interns are dedicated, appreciated and recognized for their efforts, and all levels of management are engaged in the work daily. The internal focus continues to be on high level results – communicating, aligning and integrating around the organizational goals.

POSITION OVERVIEW

UWSL is looking for a qualified intern to join our Marketing Department. Our Marketing Department organizes large-scale educational and fundraising events, and seeks an intern who can participate in the various stages of event planning and management, from conception to completion. This opportunity is perfect for students who are majoring in marketing, communications, business, project management or hospitality.

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 event management.

REQUIREMENTS

Must be a detail oriented self-starter with project management experience. Must be out-going, with excellent written and verbal skills, negotiation skills, and with proven ability to manage volunteer groups.

KEY RESPONSIBILITIES

1. Assist events director and marketing department with key event elements including set-up, implementation, management, and take down
2. Assist with programming and implementation of additional events as scheduled
3. Process pre-event registrations, onsite registration if applicable, and post event data entry
4. Assist with responding to or fulfill requests for event information via electronic communication or on the phone
5. Other program-related tasks, as appropriate
6. Responsible for correspondence with company volunteers and agencies in relation to the events
7. Attends all committee meetings
8. Assists with marketing department projects when needed
9. Attend weekly marketing staff meeting
10. Assists with social media and promotion of events

BENEFITS

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

TO APPLY

Please submit a letter of intent, a current resume, which includes your educational and work experience (with dates) and three professional references.