

**Position:** VITA ADMINISTRATIVE INTERN  
**Hiring Organization:** United Way of Salt Lake (UWSL)  
**Department:** 2-1-1  
**Reports to:** PARTNERSHIP DEVELOPMENT MANAGER  
**Duration:** AUGUST to NOVEMBER 2017

### **ORGANIZATION SUMMARY**

United Way of Salt Lake (UWSL) is bringing together powerful partnerships to build lasting social change in our community. We envision an inclusive community where all people achieve their human potential. Our workplace is fast-paced, progressive, innovative, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and setting ambitious goals. And, the work we are doing in our community is creating change that will last for years to come. Our wages are competitive, the benefits package is comprehensive, and perks like flexible schedules and staff parties make every day unique. We have also been named one of Utah Business's Best Places to work, three years running.

### **POSITION SUMMARY**

The autumn intern will be a critical support to the Partnership Development Manager and the entire 2-1-1 team in preparing for the 2018 Volunteer Income Tax Assistance season (VITA). The administrative intern is critical in ensuring a quality experience for callers with VITA related needs. We are looking for an intern who can take a leading role in managing many of the administrative responsibilities in preparing for 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 August 21 – November 17. Average workload is approximately 12-20 hours/week. The position will be based out of our Salt Lake City office.

### **ESSENTIAL FUNCTIONS**

1. Investigate and establish a 2-1-1 text message reminder system for callers with VITA appointments
2. Provide support in managing relationships with VITA Regional Coordinators and other partners
3. Provide support in creating and implementing management/troubleshooting issues related to VITA
4. Provide support in training about 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

### **REQUIRED COMPETENCIES**

- Balance managing relationships with achieving results
- Think with an innovative mindset
- Continuously improve processes and position
- Able to balance multiple projects and deadlines
- Professional appearance and communication skills
- Executes repetitive tasks with high quality and efficiency

## **QUALIFICATIONS**

- Enrolled in relevant degree program
- Proficient with Microsoft and Google suites
- Experience with data and/or databases

## **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.

## **APPLY**

Please visit <https://uw.org/about/careers/> to apply for our current openings. A complete application will include a resume and cover letter. You may contact [jobs@uw.org](mailto:jobs@uw.org) if you have any questions regarding employment opportunities.

*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.*