

Position: VOLUNTEER EVENTS INTERNSHIP (March-August)
Department: Collective Impact
Reports to: Volunteer Engagement Coordinator
Date Prepared: February 2019

ORGANIZATION SUMMARY

United Way of Salt Lake (UWSL) is changing the way organizations, communities, business, schools, governments, and individuals work to fix complex social problems. Together, we can help every child and family in our region succeed at school and life. UWSL's workplace is fast-paced, friendly, adaptive, and grounded in our core values: relationships, continuous improvement, results, and innovation. We offer competitive compensation including a comprehensive benefit package, generous paid time off, and flexible schedules. People with diverse backgrounds, experiences, abilities, and perspectives are encouraged to apply. Join us in changing the world, and giving everyone in our community the opportunity to live their best life.

POSITION SUMMARY

The Volunteer Events Intern will be an essential member of the Volunteer Team, helping us create exciting, impactful events! Volunteer event planning and implementation is an important part of filling needs in our community and engaging new and ongoing supporters in our work.

We are a collaborative, high-energy, and creative team looking for an intern who can be an integral part in the creation and implementation of events during our busy spring/summer events season. The major event this position will oversee is Day of Action (June 21, 2019) as well as provide support for Stuff the Bus (August 10, 2019) and some pre-planning for Day of Caring (September 13, 2019).

This opportunity is ideal for individuals who are interested in event management, volunteer management, or nonprofit 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 event creation and volunteer management, social media campaigns, and community engagement strategies. Students who are creative, excited about events, and passionate about social change should apply!

ESSENTIAL FUNCTIONS

1. Provide planning and event support including recruiting volunteers, securing in-kind donations and/or vendors, event planning, event documentation, volunteer management, and day of event logistics
2. Support effective data entry and tracking of individuals and groups including creating volunteer/attendee signup pages, tracking attendance, and compiling post event data
3. Performs other related duties as assigned

REQUIRED COMPETENCIES

- Some experience in event planning, and preferred experience in volunteer management
- Experience using Google Suite, or similar programs
- Ability to communicate in oral and written formats
- Willingness to take on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm

- Ability to work independently and within a team environment
- Ability to relate openly and comfortably with diverse groups of people

QUALIFICATIONS

- Interest in pursuing a career in the nonprofit or event management fields. Students currently in school are highly encouraged to apply
- Flexible schedule, including ability to work some early morning, evenings, or weekend hours
- Preferred commitment March to August approximately 20 hours/week with the potential for additional hours the week of the event; can be flexible with less hours initially and increase to 20 hours after completion of spring semester
- Must be able to work on June 21, 2019 for Day of Action and preferable work August 10, 2019 for Stuff the Bus
- Must have access to reliable transportation to travel to and transport event materials
- Must be able to pass UWSL background check and drug screening

PHYSICAL REQUIREMENTS

- Must have the ability to lift, carry, push and/or pull objects weighing up to 50 lbs
- Must be able to be on your feet, standing/walking, for up to 6-8 hours, inside and outside an office environment, approximately 40% of the time
- Must be able to remain in a stationary position, approximately 60% of the time

BENEFITS

This is a part-time, paid internship.

APPLY

Please visit UWSL's career page, <https://uw.org/about/careers/>. A complete application will include a resume and cover letter. You may contact 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.