



United Way of Frederick County

www.unitedwayfrederick.org

JOURNALISM INTERNSHIP

United Way of Frederick County is a community change organization and we are on a mission to change lives in Frederick forever. We unite the smartest minds, the biggest hearts, and the most hardworking hands from all walks of life to tackle Frederick's toughest challenges. For more than 75 years, we have continually set and reached ambitious goals, proving that anything is possible when we come together.

ABOUT THE POSITION

We are seeking talented interns who crave learning new skills and aren't afraid to tackle big projects. This is a unique opportunity to be given real responsibility from start to finish, help strengthen United Way's mission by curating a strong brand voice that connects with our current audience while reaching new ones, and grow personally and professionally.

In the past, our interns have had the opportunity to not only contribute to high-profile projects but to take the lead on them. You'll get to research and write original and compelling stories, participate in an active and friendly office, play a role in staff meetings, and learn through a number of different collaborative projects.

WHAT YOU WILL LEARN

We value all of our interns and go the extra mile to make sure you receive a learning experience that fits your career goals. You will develop your already sound journalistic skills, from pitching original and stimulating content to developing human interest angles tailored to a growing community. Your stories will cover topics across a variety of interest areas such as education, financial stability, and health.

You will also learn how to work in a professional environment and have ample opportunity to network with our staff, other professionals in the non-profit and for-profit industries, and community leaders.

WHAT YOU WILL DO

You will collect the success stories of our clients, volunteers, donors, community partners, and others. You will also be tasked with collecting volunteer stories. Your work may be published on our blog, social media, media pieces, promotional materials, funding proposals, and more. You will receive training and consistent support throughout the internship. The internship breaks down in the following way:

- Interview and photograph clients and volunteers to generate stories that convey impact.
- Write compelling profile features of interviewees (500-1,000 words).
- Catalog story, interview notes, and photos within 1-2 weeks of each interview.
- Work with staff to edit and evaluate the impact of each story.
- Identify clients who appear to be natural advocates.
- Develop strategies for ways the stories can be utilized for the organization to build awareness, create relationships with our clients, and others.

- Write news releases as the organization launches new campaigns or distributes new grants.
- Write copy for our website that highlights our work and initiatives.
- Willingness to take on a wide variety of tasks at the request of supervisors and other professional staff.

HOW YOU WILL KNOW IF YOU ARE A GOOD FIT

You are passionate about social issues and have an unquenchable thirst for learning. You're creative and obsessed with the little details. You have an impeccable style and lively tone. You don't trust anyone with an empty bookshelf, have an opinion on the oxford comma, and know how to tell a good story. Of course you do, you're a writer.

This internship is perfect for students who are aspiring cross-format journalists, bloggers, and writers. While you will be assigned to report, and write stories under the guidance of our staff, our interns are encouraged to come up with their own ideas. As the ideal candidate, you are:

- Committed to assisting your Frederick neighbors move out of poverty through storytelling.
- Pursuing a degree in English, Journalism, Communications, or a related field.
- An excellent writer and editor, with great attention to detail; experience writing for web a plus.
- Proficient in Microsoft Office Suite.
- Sensitive to asking clients to share personal information in a non-exploitative way.
- Motivated, resourceful, and a hard worker; you are able to self-manage and take projects from beginning to end, and deliver results on or before deadline while retaining high quality of work.
- Energetic, friendly, and able to thrive both in a collaborative environment and autonomously.
- Able to occasionally travel to meet interviewees if necessary (we reimburse travel expenses).

WHAT MAKES UNITED WAY A GREAT PLACE TO INTERN?

We treat our interns as staff members, and we treat our staff members as family. You'll be exposed to a challenging, energetic environment, while also kicking back with a cool team during staff activities – especially our workplace wellness programs – and different public events. Our culture rests on the values of inclusiveness, passion, compassion, excellence, innovation, and risk-taking.

We value all of our interns and go the extra mile to make sure you receive a learning experience that fits your career goals. You'll be able to further develop your skills and gain hands-on experience that can be transferred to your future career. You'll receive supervision and support through weekly check-ins with direct supervisor, as well as the opportunity to learn how to give and receive constructive feedback during occasional internship reflection meetings with other interns.

OTHER DETAILS

You are expected to work 8-12 hours per week, spread out over 2-3 days each week. Most of the work is done at the office, but occasional work from home is allowed (just ask). If you are currently enrolled in school, we value flexibility around key times including, but not limited to, final exams and holidays.

To apply, please submit your application to internships@uwfrederick.org with the subject line "Journalism Internship". Application must include your résumé, brief cover letter, and a writing sample or links to online samples. PDF is the preferred format.

For more details about our Internship Program, please visit unitedwayfrederick.org/Careers.