



United Way
of Frederick County
www.unitedwayfrederick.org

WORKPLACE CAMPAIGN 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. United Way works across the County to leverage resources, businesses, experts, and other service providers to advance the common good. We prepare young people to work, help families become economically self-sufficient, and help individuals choose healthy lifestyles.

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.

As the Workplace Campaign intern, you will work directly with the Advancement team on the mission to fundraise for community impact in Frederick County. Your duties and assignment will be related with the Workplace Campaign. You will assist the Advancement team and Workplace Campaign Coordinators with material and communication needs as they arise to ensure they have a successful campaign.

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 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. You will be exposed to the inside workings of non-profit organization and get yourself familiar with the way non-profits fundraise. You will learn about important work United Way and the Prosperity Center do for Frederick community and you will be a part of it. You will receive training and consistent support throughout the internship. We value your input, so we encourage our

interns to speak-up and give us fresh and valuable ideas. At United Way, we make sure our interns take initiative and improve their leadership skills.

WHAT YOU WILL DO

United Way of Frederick County seeks a Workplace Campaign Intern to utilize their skills and assist in the support and development of our Advancement activities which may include the following tasks:

1. Assist in event planning needs to execute workplace campaign focused events
2. Analyze accounts in CRM and provide useful materials for the campaign cabinet, CEOs and campaign coordinators
3. Input data and notes into CRM
4. Coordinate communication/newsletters going out to Campaign Coordinators
5. Assist in the development of our affinity groups from events to stewardship ideas
6. Research ideas for affinity groups
7. United Way contact for Employee Campaign Coordinators for simple materials and assist Campaign Coordinators with their specific needs
8. Help with preparation of monthly reports for Campaign Cabinet
9. Help with preparation, planning and promotion of workplace campaign related events
10. Assist United Way team in related events and social media activities.
11. Contribute to planned press releases and media advisories regarding Workplace Campaign
12. Contribute to planning and preparation of Resource Development Committee and Campaign Cabinet meetings
13. When necessary and appropriate, serve as United Way contact at businesses around the community to promote the Workplace Campaign

HOW YOU WILL KNOW IF YOU ARE A GOOD FIT

You like to learn best procedures from others and frequently research how something can be done better. You like talking to other people and don't think it's awkward to host a table. You feel comfortable speaking in front of a group. You're also analytical (or want to be more analytical) and like to figure out how something can be done better. You're an idea person that wants to be more hands on to learn how to make things happen. You've maybe hosted a fundraiser for an organization you care about but you'd like to learn more about it.

This internship is perfect for students who are aspiring to work in fundraising and development, community service and education, financial sector, or generally work with the Frederick Community in the future. While you will be assigned daily duties and will be working under the guidance of our staff, our interns are encouraged to come up with their own ideas.

As the ideal candidate, you are:

- Pursuing a degree in Business, Marketing, Finance or an interest in these in the future
- Interested in the work of non-profits, sales, networking
- An excellent writer and editor

- Motivated, resourceful, and have a strong work ethic; 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 make time in your schedule in order to attend related events
- Willing to take on a wide variety of tasks at the request of supervisors and other professional staff.

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 dedicated to making a positive impact on people's lives, 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.

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.

HOW TO APPLY

See <http://www.unitedwayfrederick.org/Careers> for instructions on how to apply, including important deadlines and dates for fall, spring and summer internships. Make sure to reference "Prosperity Center Internship" in the subject line of any correspondence concerning your interest in this position.