

UNITED WAY OF GREATER CHATTANOOGA

Job Description



United Way
of Greater Chattanooga

POSITION TITLE: UWGC 100 Year-History Intern
FLSA Classification: Part-Time Special Project-time limited internship
Reports to: VP Impact Policy & Advocacy & 100 Year Planning Team

Summary/Objective:

The History intern will work directly with the 100-year planning team for this special project. The History intern will help research and develop a historical overview of UWGC that creates “stories” of how the past can transform the future. Work with the UWGC teams to develop both the internal historical basis for the 2022 Celebration year and through research and documentation of how UWGC has been an integral part of the external history of the greater Chattanooga area.

Essential Functions:

- Under the supervision of the VP Impact Policy & Advocacy and working with the UWGC history team, research both internal and external documents and community information that relates to the important work and history of UWGC from 1922 to the present
- Assist in the documentation and logging key events, donors, organizational partnerships as well as important regional historical background related to the importance of UWGC in the region.

Competencies and Expectations:

- Strong research and time management skills
- Critical thinking and communication skills
- Strong skills in research documentation and historical analysis
- Flexible, dependable, ethical, and self-driven

Work Environment:

This internship operates within a professional office environment. This role uses standard office equipment such as computers, phones, photocopiers, filing systems. Strong skills in MS Office and Google Suites, including Excel, are required. Other software skills may be required.

Additional Information

This is a part-time (up to 20 hours per week) internship. A stipend will be provided.

How to Apply

Interested applicants may send a cover letter and resume to Tammy McCallie at tammymccallie@uwchatt.org. This internship will start immediately upon acceptance of the position.

United Way of Greater Chattanooga is committed to equal opportunity employment by affirming the value of diversity and by promoting an environment free from discrimination. UWGC encourages people of diverse backgrounds and experiences to apply for this position. Updated position-June 2021