



POSITION TITLE: Community Engagement Intern
FLSA STATUS: Part-time/Non-Exempt
DEPARTMENT: Community Engagement
REPORTS TO: Director of Engagement and Philanthropy

POSITION PURPOSE: Intern Position. To provide internal administrative support and donor relations for individual donors and volunteers as we sell impact and community initiatives through year-round engagement and volunteerism.

Required Time Commitment: 15 to 20 hours a week

KEY RESPONSIBILITY AREA – Donor management communications and volunteerism
Specific Duties:

Philanthropy and Development:

- Work with the Director of Philanthropy and Engagement and Development Specialist to learn and grow knowledge of fundraising and engagement strategies
- Within assigned accounts, ensure donor acknowledgement procedures are being followed and documented in ANDAR.
- Responsible for managing and coordinating with campaign volunteers; providing them with requested information, updated campaign numbers, helping to keep them organized
- Event planning for upcoming virtual and in-person events
- Ensure communication with donors and volunteers are properly being documented and responded to in a timely fashion

Engagement and Volunteerism:

- Work with Community Engagement Specialist to refine agency list on volunteer management platform, ihelpchattanooga.org
- Contact inactive agencies to assess interest and schedule training for those wanting to reengage
- Add and update volunteer needs on ihelpchattanooga.org while also tracking and reviewing data for quarterly reporting
- Provide support in connecting companies to volunteer opportunities
- Assist with Day of Caring
- Event and meeting support for engagement groups like Women United and Emerging Leaders

Education: Working towards a B.S., B.A. or Masters degree

Experience: Entry-level

- **Virtual/Working From Home Environment**
- Fundraising and non-profit team experience
- Ability to **produce increase financial results** year to year
- Strong administrative and organization skills
- Experience working with community volunteers
- Knowledge of techniques and practices for fundraising, marketing, and management, experience in training and public relations and broad experience working in the community with volunteers
- Self-starter with **good interpersonal and proven communication skills**, including writing; also, excellent presentation skills
- Experience in analyzing and understanding statistical and financial reports
- Extremely motivated, **flexible and must have a team-first attitude and approach**
- Strong Microsoft Office skills

If you are interested in applying for this position please submit your cover letter and resume to tammymccallie@uwchatt.org.

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.