



United Way of Greater Chattanooga is searching for a Volunteer Engagement Intern. This is a part-time, paid position, that reports to the Community Engagement Specialist and will be part of the Community Engagement team.

POSITION PURPOSE: This is an Intern position responsible for providing internal administrative and volunteer engagement support, specifically focusing on United Way Impact Days on September 16-17, 2022. Impact Days serve to gather community members to celebrate United Way's 100th anniversary by giving back directly to the community through deeds of good service.

REQUIRED TIME COMMITMENT: 15 to 20 hours a week, for up to 6 months. Stipend available.

KEY RESPONSIBILITY AREA – Volunteer Management

Specific Duties:

Engagement and Volunteerism:

- Work with Community Engagement Specialist to collect and organize incoming volunteer opportunities related to United Way Impact Days
- Communicate with corporate and nonprofit partner agencies to collect information regarding project needs, materials, and other information required for projects to be successful
- Collaborate with internal volunteers, contracted event specialists, and United Way staff to execute successful Impact Days
- Assist with day-of coordination for Impact Days and celebration event
- Add and update volunteer needs on iHelpChattanooga (United Way's volunteer platform) while also tracking and reviewing data for quarterly reporting
- Provide support in connecting companies to volunteer opportunities, including Impact Days projects and additional volunteer needs
- Provide event and meeting support for United Way engagement groups, such as Women United and Emerging Leaders
- Provide additional administrative support to the Community Engagement Team as needed

Education: Working towards a B.S., B.A. or Master's degree

Experience: Entry-level

- **Virtual/Working from Home Environment Available**
- Volunteer and non-profit team experience preferred

- Strong administrative and organization skills
- Experience working with community 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 as soon as possible.