



**Job Title:** Community Programs Intern

**Department:** Community Investments

**Reports to:** Program Manager

### **Job Purpose**

The purpose of this position is to assist the Bridge Fund Program Manager with the development and maintenance of the Bridge Fund community program funds. In addition to communicating with local agencies regarding their partnership, interns will work directly with clients to assist in case specific assistance.

### **Job Duties and Responsibilities**

- Develop and evaluate Bridge Fund process documents
- Work with internal UWGC to ensure seamless communication and collaborative work
- Onboard and process new Bridge Fund partners
- Develop and cultivate relationships with community agencies
- Opportunity to attend community meetings
- Assist in hosting community knowledge shares to determine best practices
- Regularly update impact data to produce quarterly reports
- Learn procedures of each individual fund, eventually working to process assistance requests and serve clients
- Meet regularly for supervision with the Program Manager to discuss progress with completing assigned tasks as well as to discuss research findings

### **Education**

- Junior/Senior Level Bachelor's or Master's Student
- Degree focus in Human Services, Nonprofit Management, Public Administration or related field

### **Knowledge, Skills, and Abilities**

- Experience working with social service or community agencies
- Detail-oriented
- Creative thinker
- Exceptional writing and editing skills
- Teachable and willing to learn
- Proficiency in Microsoft Word, Excel, and Outlook
- Comfortable communicating through email, phone, and public speaking
- Ability to think critically, research, synthesize, and communicate findings effectively

### **Working Conditions**

Work schedules can be flexible, and a hybrid work schedule can be accommodated.

15-20 hours per week.

\$500/month stipend for undergraduate students.

\$700/month stipend for graduate students.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

If you are interested in applying for this position, please send your resume to [brittanylockwood@uwchatt.org](mailto:brittanylockwood@uwchatt.org).