

**United Way of Greater Chattanooga is searching for a Volunteer Engagement Intern. This position is a paid, part-time/non-exempt position. You will work closely with the Director of Community Engagement.**

**POSITION PURPOSE:** Intern Position. To provide internal administrative and volunteer engagement support, specifically focusing on United Way Day of Caring, 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:** \$500 – Working on a Bachelor’s Degree  
\$750 – Working toward a Master’s Degree

**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 Day of Caring
- 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 and United Way staff to execute successful Day of Caring
- Assist with day-of coordination for Day of Caring
- 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 Day of Caring 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](mailto:tammymccallie@uwchatt.org).