

UNITED WAY OF EAST CENTRAL IOWA



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| Job Title/Department: | | Marketing and Events Intern (Unpaid) | |
| Reports to: | | Content Management Specialist, Marketing and Communications | |
| Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Regular <input type="checkbox"/> Part-time <input type="checkbox"/> Specially funded <input checked="" type="checkbox"/> Intern <input type="checkbox"/> Temporary | | Hours: <u>10-20</u> / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt | |
| Supervisory Responsibility <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Number of Direct Reports ____ | | Organization United Way of East Central Iowa (UWECI) is a nonprofit organization and the second largest United Way in Iowa. Established in 1914, UWECI originally served four area nonprofits; that number has grown to more than 30 today. Together, UWECI and its partners serve Benton, Cedar, Iowa, Jones, and Linn counties to help meet the communities' most critical needs in education, financial stability and health. For more information, please visit uweci.org. | |
| POSITION DESCRIPTION | | | |
| United Way is looking for an energetic Marketing and Events Intern to assist with day-to-day marketing operations and event planning. Ideally, the Marketing and Events Intern will work 10–20 hours per week for a minimum 10-12 week commitment. Schedule will be flexible during office hours 7:30 a.m.–4:30 p.m., Monday through Friday, with occasional early mornings and/or nights. | | | |
| ESSENTIAL POSITION QUALIFICATIONS | | | |
| Qualifications | | <ul style="list-style-type: none"> • Ability to handle multiple projects simultaneously in a fast-paced environment. • Excellent interpersonal communication, problem solving, time management, and organizational skills, as well as detail-oriented. • Ability to work independently and seek consultation when needed. • Preferred experience in Constant Contact, Excel, Hootsuite, PowerPoint, Word, and WordPress applications. | |
| Responsibilities | | The Marketing and Events Intern will work closely with UWECI's Marketing and Communications team to execute marketing projects and organize multiple events. Duties include, but are not limited to: <ul style="list-style-type: none"> • Organizing and setting up before events, as well as tasks during and after the event. • Researching and implementing best practices to help the department become more efficient with projects and events. • Promoting United Way on multiple channels including United Way's website, blog and social media channels. • Developing a 12 month plan to engage with millennials. | |
| Compensation | | Although this is an unpaid internship, this is a great opportunity for candidates interested in nonprofit fundraising, marketing, public relations, and event planning. | |
| Application | | If you are interested in this opportunity, please email your resume and cover letter to caitlin.wiedenheft@uweci.org . In your cover letter, please provide the length of time you can commit to, as well as approximate schedule you are available to work. | |
| EDUCATION AND WORK QUALIFICATIONS | | | |
| Education: <input checked="" type="checkbox"/> High School Diploma/GED <input checked="" type="checkbox"/> Associate Degree (2 year program) <input checked="" type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree | | Required <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Preferred <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> |
| | | Work Experience: <input checked="" type="checkbox"/> No previous experience <input type="checkbox"/> 1-3 years <input type="checkbox"/> 3-5 years <input type="checkbox"/> 5-7 Years <input type="checkbox"/> 7 or more years | |
| UNITED WAY OF EAST CENTRAL IOWA CORE VALUES AND COMPETENCIES | | | |
| Values <ul style="list-style-type: none"> • Relationships • Learning • Leadership • Innovation • Excellence • Service • Collaboration • Integrity | | Core Competencies <ul style="list-style-type: none"> • Relationship Oriented • Brand Steward • Mission Focused • Results Driven • Collaborator | |
| PHYSICAL DEMANDS | | | |
| The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | |
| While performing the duties of this job, the employee may be frequently required to use finger and hand motion and occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move objects up to 20 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus. | | | |
| This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned. | | | |