Community Impact Intern Job Description | Education Focus

United Way of Southeast Mississippi fights for the health, education, and financial stability of every person in every community in Forrest, Lamar, Perry and Marion counties. The Community Impact Intern will provide general assistance to the Director of Community Impact. Tasks include, but are not limited to, event logistics, communications, and administrative support.

PREFERRED QUALIFICATIONS
Intern candidates must be at least a junior studying in any of the following areas: nonprofit studies, economic development, business or communications. Candidates must have strong written and verbal skills. Candidates must be motivated and work well with others while also being able to work independently. Candidates must also be proficient in the use of Microsoft Word, Excel, and Adobe Acrobat.

ROLES & RESPONSIBILITIES
- Help with the research and promotion of education initiatives in our service area
- Help draft/create success stories for United Way SEMS newsletter
- Assist in the development/execution of education initiatives including, but not limited to,
  - MS Campaign for Grade-Level Reading
  - Dolly Parton Imagination Library
  - Born Learning Trails
  - Read Across America Day (spring semester)
  - Summer Learning Day (summer)
- Attend (at least one) Board of Directors meeting (occur monthly 11:30 am- 1 pm on the 4th Wednesday of the month.)
- Assist in the planning, promotion, and execution of general United Way SEMS events (Fall- Pacesetter Kickoff, CANpaign Kickoff, Project Homeless Connect, Dodgeball Tournament; Spring- $100K Payday, Annual Meeting & Thank You Banquet, and Community Baby Shower)
- Other duties as assigned

WORK SCHEDULE
The position will require approximately 8-10 hours per week over at least one semester and will primarily take place Monday through Friday during the normal business hours of 8:30 a.m. – 4:30 p.m. with the opportunity of outside office hour work.

COMPENSATION
While this internship is unpaid, Community Impact Interns will be able to further develop skills in communications and nonprofit management while gaining hands-on experience that can be transferred to future careers. Because of the agency partnerships of United Way SEMS, interns will be able to gain insight into how many different nonprofit agencies are organized, managed and how they collaborate. Interns will be able to contribute to programming and initiatives that impact communities and improve the lives those touched.

To apply, send resume and cover letter to Director of Community Impact, Staci Cox, staci@unitedwaysems.org.