United Way of Lake County
Internship Position Description

Position Title: Success By 6 and Community Impact Initiative Intern

Position Start Date and End Date: Flexible; Can align with school schedule

Availability Includes: Fall 2020 – Spring 2021: occasional evenings and weekends

Reports To: Program Manager, Success By 6

Learning Objectives:
- Intern will improve communication skills by attending department meetings, community meetings as well as draft content for Success By 6 initiative updates and success stories.
- Intern will learn the planning process of program management.

Primary Responsibilities:
- Participate in planning activities and implementation of Success By 6 Program Initiatives, including:
  - Distribute Kindergarten Readiness Calendars, a tool developed to inspire parents through daily activities as they teach their children
  - Edit and create materials for Kindergarten Countdown Camp, a vital summer program for incoming kindergarten students with little to no preschool experience
  - Prepare materials for Early Learning Club Partners aimed in empowering parents to be their child’s first teacher through engaged activities
  - Assist in implementation of Better Together Initiative that reaches parents of children 0-3 years of age, and helps them engage in learning opportunities
  - Research best practices and gathering information about needed programs in Lake County
  - Assist with analyzing and providing recommendations for FY20-21 Early Learning Clubs
- Assist with other Community Impact initiatives as needed

Knowledge and Experience:
- Some college preferred.
- Good written and verbal communication skills.
- Demonstrated computer experience and knowledge of Word, Excel, Outlook, and PowerPoint.
- Ability to handle multiple tasks simultaneously.
- Knowledge of and experience with SPSS is a plus.
- Bilingual English/Spanish is a plus.

Other:
- Must have reliable transportation

Physical Requirements:
While performing the duties of this job, the employee is occasionally required to sit, stand, walk, drive/operate a car, lift and carry bags and boxes of approximately 10 pounds; talk or hear, read, use hands to finger, handle or feel objects, reach with hands and arms; climb stairs, stoop, kneel, or crouch, type, operate a computer, calculator, copy machine, telephone, fax machine, postage meter.