United Way of Lake County
Internship Position Description

Position Title: 211 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. 10 – 15 hours per week.

Reports To: Program Manager, Success By 6 and Manager, 211 and Safe & Stable Families.

Learning Objectives:
- Intern will improve communication skills by attending department meetings, community meetings as well as draft content for 211 initiative updates and success stories.
- Intern will learn the planning process of program management.

Primary Responsibilities:
- Participate in planning activities and implementation of 211 Program including:
  - Development of plans and related materials for community engagement.
  - Working with community stakeholders to create partnerships that support the further integration of 211 into community agencies and groups.
  - Attending community events to conduct outreach to individuals on United Way programs.
  - Assist in the data collection, analysis and dissemination of outcomes measurements.
  - Assisting in research on best practices to guide development of strategic plans and assessments for the initiative.
- 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.

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.