

Position: Volunteer Events Intern  
Hiring Organization: United Way of Salt Lake  
Salt Lake City, UT  
Department: Marketing and Engagement  
Reports to: Volunteer and Community Engagement Director

### **THE ORGANIZATION**

United Way of Salt Lake (UWSL) has made a promise to our community—to change the odds so all children and their families have the same chance to succeed in school and life. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and ambitious goals. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique.

### **POSITION OVERVIEW**

The intern will be an essential member of the volunteer team and the Marketing and Engagement Department. The volunteer team brings together people from companies and the general public to get involved in our work through volunteer events and social media campaigns. Volunteer engagement is a critical component to engaging new and existing supporters in meaningful ways that increase their support and ongoing engagement with United Way of Salt Lake. We are a collaborative, high-energy, and creative team looking for an intern who can take the leading role in creating and implementing our Day of Action event and social media campaign.

Day of Action happens every summer across over 300 United Way communities throughout the world. Locally, UWSL asks volunteers to kick off summer with volunteer projects that support summer learning, healthy kids, and strong families.

This opportunity is ideal for students who are majoring in marketing or communications or students with career goals in events management, volunteer management, or nonprofit management. The intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of volunteer event creation and management, social media campaigns, and community engagement strategies.

### **KEY RESPONSIBILITIES**

1. Plan and execute the main Day of Action event including recruiting volunteers through social media, securing vendors, event planning, event documentation, and day of event volunteer management
2. Coordinate supplemental Day of Action volunteer opportunities including securing other volunteer opportunities, getting opportunities posted on the Day of Action Splash Hub, recruiting volunteers, and follow up and coordination with participating agencies
3. Provide planning and event support for Dr. Seuss Day and other UWSL events as assigned
4. Performs other related duties as assigned

### **POSITION REQUIREMENTS**

- Ability to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices
- Ability to transcribe, enter data, and operate a computer and other standard office machinery
- Ability to connect with and secure commitments for event needs
- Ability to demonstrate proficiency in the use of Word, Excel, PowerPoint, Google Documents, etc.

- Ability to demonstrate proficiency and professionalism in the use of Facebook, Twitter, Snapchat, and Instagram

#### **MINIMUM REQUIREMENTS**

- Currently enrolled to obtain a degree in Marketing, Communications or a similar field, or one year equivalent event or volunteer management experience
- Flexible schedule, including ability to work some evenings and weekends
- Minimum commitment January – June approximately 12-20 hours/week with additional hours typically required the week of the event
- Must be able to work on Day of Action – currently scheduled for June 16, 2017
- Must have access to reliable transportation to travel to and transport event materials within our service area

#### **PHYSICAL REQUIREMENTS**

- Must have the ability to lift, carry, push and/or pull objects weighing up to 50lbs
- Must be able to be on your feet, standing/walking, for up to 6-8 hours, inside and outside an office environment

#### **SALARY INFORMATION & FLSA STATUS**

Upon satisfactory completion of internship, the student will receive a stipend award and/or school credit.

#### **TO APPLY**

Please send your cover letter and resume to the Internship Coordinator: Dominique Blanc, [dominique.blanc@csbs.utah.edu](mailto:dominique.blanc@csbs.utah.edu)

*NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.*