

Internship Application

Job Title:	Administrative Intern	Job Category:	Administrative Support
Location:	818 S. Broadway, Suite 100, Watertown, SD	Position Type:	Intern (Unpaid)
Benefits:	Flexible hours, free professional networking opportunities, on the job training	Travel Required:	No
Date Posted:	On Going Position	Organization Contact:	Executive Director
Please submit applications to the Executive Director at least one week before the semester begins by email or mail.			
EMAIL: director@watertownunitedway.org Subject Line: Internship Application		MAIL: Watertown Area United Way P.O. Box 283 Watertown, SD 57201	

Job Description
<p>Watertown Area United Way is seeking a motivated, responsible, independent, and creative intern to join our team. Reporting directly to the Executive Director, the intern will assist with daily operations, support special projects, and help coordinate community outreach efforts. The ideal candidate is goal-oriented, organized, and adaptable to various tasks and situations.</p> <p>This position requires business casual attire, with a casual dress exception on Fridays. The intern must be available at least two days per week, working a minimum of four hours per shift, and maintain a strong attendance record.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Assist in creating board meeting materials and send calendar invites. • Develop a comprehensive stewardship manual and calendar. • Advocate for public policy that aligns with the United Way mission. • Research board development best practices. • Run monthly reports. • Enter data, data clean up, find effective solutions to maintain accurate data, and learn best practices from other fields or organizations. • Conduct research on community issues and summarize results. Should be able to empathize with struggles of those in need in the community. • Attend professional networking events and other community events or meetings. • Work with other local United Way offices to find best practices, streamline processes, and collect data on operations. • Grant writing and filling out charitable request forms. • Draft social media posts and help create a social media calendar. • Assist with Nonprofit Google Ad grant. • As needed schedule radio spots and work with guests to confirm attendance. • Design social media and develop a plan for the Delta Dental Mobile summer visit. • Recruit youth for the Imagination Library and promote the program. • Keep the office open for when the Executive Director must step out for meetings or fundraising events. • Organize small outreach events and assisting in fundraising activities. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Required: High school diploma or GED Preferred: Two years of undergraduate degree completed, prior non-profit experience, volunteer experience, knowledge of technology, publishing/designing skills.</p> <p>PREFERRED SKILLS</p>

- Must have effective communication and collaboration skills.
- Be able to work independently.
- Competence of Microsoft programs, Teams, and Canva. Have initiative to learn new software programs.
- Knowledge and experience of social media platforms.
- Have organizational skills.
- Ability to solve problems, find effective solutions, and clearly communicate plan.

ADDITIONAL NOTES Watertown Area United Way is a small but impactful nonprofit with a dedicated staff of one, serving the Watertown area and surrounding communities for over 50 years. This internship offers a hands-on, immersive experience in the nonprofit sector, providing valuable insight into the operations of a smaller organization while also granting access to United Way Worldwide resources.

The annual United Way campaign runs from September through February, raising hundreds of thousands of dollars to support more than 30 local agency programs.

APPLICATION

Watertown Area will review your application and resume before setting up an in-person interview. Please fill out the questions below and email your resume to director@watertownunitedway.org.

Contact Information:

First Name: _____

Last Name: _____

Email Address: _____

Phone Number: _____

Post High School Education:

Educational Institution: _____

Degree: _____

Major/Field of Study: _____

Graduation Date/Projected Graduation Date: _____

Advisor's Name and Email: _____

High School Education:

High School Name & Address: _____

Graduation Date: _____

Employment History:

Current Employer: _____

Start Date: _____ End Date (If still working here, then put "present."): _____

Reason for Leaving: _____

Roles/Responsibilities: _____

Past Employer: _____

Start Date: _____ End Date: _____

Reason for Leaving: _____

Roles/Responsibilities: _____

Volunteer Experience:

Organization: _____

How many hours total or how often would you volunteer? _____

Responsibilities: _____

Organization: _____

How many hours total or how often would you volunteer? _____

Responsibilities: _____

General Application:

What makes you a good fit for this role? _____

What is your primary language? Can you speak any other languages? _____

Can you lift and carry 20 pounds for a short distance? _____

Are you available to work weekdays between 8am to 5pm? _____

How many internship hours do you need and by when? _____

Has this internship been approved by your advisor yet? _____

Mission Statement: The Watertown Area United Way is a non-profit community based volunteer organization whose purpose is to assist in meeting human care needs of Watertown Area residents.

Watertown Area United Way Contact

Reviewed By:		Date:	
Approved By:		Date:	

Educational Institution Contact

Reviewed By:		Date:	
Approved By:		Date:	