

## Internship Application

<b>Job Title:</b>	Administrative Intern	<b>Job Category:</b>	Administrative Support
<b>Location:</b>	818 S. Broadway, Suite 100, Watertown, SD	<b>Position Type:</b>	Intern (Unpaid)
<b>Benefits:</b>	Flexible hours, free professional networking opportunities, on the job training	<b>Travel Required:</b>	No
<b>Date Posted:</b>	On Going Position	<b>Organization Contact:</b>	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](mailto:director@watertownunitedway.org)

Subject Line: Internship Application

**MAIL:**

Watertown Area United Way

P.O. Box 283

Watertown, SD 57201

### Job Description

Watertown Area United Way is looking for a motivated, responsible, independent, and creative individual. Under the direct supervision of the Executive Director the intern will assist with regular operational tasks, impromptu projects, and help coordinate community outreach. The intern must be goal orientated to be able to carry out tasks in timely manner. Intern must be organized and will adapt to situational circumstances. Intern will be expected to dress in business casual with an exception on Friday's. Must be able to work at least 2 days a week, be able to work minimum 4 hours per shift, and maintain a good attendance record.

#### ROLE AND RESPONSIBILITIES

- 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.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

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.

#### PREFERRED SKILLS

- 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 smaller non-profit with a staff of one and has faithfully served the Watertown Area and surrounding communities for over 50 years. The intern will be provided an education and immersive experience into the world of smaller nonprofits with the access to United Way Worldwide resources. The United Way annual campaign runs from September through February raising several hundreds of thousands of dollars to support over 30 local agency programs.

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**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](mailto:director@watertownunitedway.org) with the subject line as "Internship Application."

**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:	