



**Job Title: Volunteer Center Intern**

**Status:** Unpaid

**Immediate Supervisor:** Community Relations Manager

**Education:** Currently Attending School (High School Senior or College)

**Job Related Experience:** None required

### **Basic Job Summary**

The intern will be an essential member of the United Way team. 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 Coastal Carolina. We are a collaborative, high-energy, and creative team looking for an intern who can take the leading role in creating and implementing our annual Day of Action event and other annual events involving volunteers through our online Volunteer Action Center.

### **Additional responsibilities as an intern of the organization include:**

- Knowledgeable of United Way, its mission, goals, ethics, principles, programs, policies and procedures and be able to effectively demonstrate and communicate this information in all work activities
- Assist with planning events
- Write press releases, success stories, newsletter articles, etc
- Update the United Way of Coastal Carolina volunteer action Center through Get Connected
- Perform other tasks as assigned

### **Commitment**

This internship has a time commitment of 15-20 hours per week during regular business hours. A specific schedule will be confirmed with the intern upon selection.

### **Qualifications**

- Interest in the nonprofit sector
- Strong writing skills
- Knowledge of Microsoft Office Suite
- Requires excellent verbal communication skills.
- Able to work under deadlines
- Punctuality and dependability

### **Benefits**

- Hands-on training and close collaboration with a leading non-profit in a positive work environment.
- Opportunity to make contacts in the community and acquire experience that is great on your resume.
- A progressive management style that allows interns to take on a great deal of responsibility and provides a supportive, stimulating work experience.

### **How to Apply**

Please submit resume and cover letter to (email preferred):

Kitti Hardison, Community Relations Manager

kitti@unitedwaycoastalnc.org

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(252) 637-2460