



Job Title: Community Investments 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

United Way of Coastal Carolina is focused on creating measurable results in eastern NC. We seek a motivated, detail-oriented, self-starter with an interest in nonprofit work who can work well with others and fill an integral role on our United Way staff. Working with our Community Relations Manager, you will be responsible for conducting research on the availability of corporate and family foundation grants for programs focusing on Education, Early Education, financial stability, health and basic needs. You will work with the Community Relations Manager to analyze the potential of the funding opportunities and assist in writing grants. Good computer and internet skills required.

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
- researching best practices and gathering information about needed programs and existing programs
- Support Community Conversations start up
- Assist with grant writing
- 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