



UNITED WAY OF THE WINE COUNTRY

418 B Street, Suite 400
Santa Rosa, CA 95401
707-528-4485

United Way of the Wine country is a local nonprofit organization that is committed to advancing the common good in our community by creating opportunities for a better life for all by focusing on the areas of education, income, health, and basic needs.

INTERNS (2) WANTED

United Way offers an excellent opportunity to serve the community while gaining valuable skills that will be an asset to any career. This is a 10-20 hour per week unpaid internship that runs approximately from the end of August or beginning of September through the end of November.

POSITION DESCRIPTION

Campaign Ambassador (CA) for the California State Employees Charitable Campaign (CSECC). The CA acts as a liaison between United Way and local departments and agencies of the State of California as the State's annual employee giving campaign is carried out.

The CA will work out of the United Way office in Santa Rosa contacting state departmental campaign leaders, arranging for the distribution of campaign materials, scheduling presentations and providing general assistance to successfully support the campaign. There will be thorough training for all aspects of this position.

SKILLS & QUALIFICATIONS

High level of organizational skills, customer service skills (phone and in person), ability to multi-task.

BENEFITS TO INTERN

Interns will learn skills that will translate to any career, including:

- Communications skills (listening, verbal, written)
- The ability to assess a situation, seek multiple perspectives, gather more information if necessary, and identify key issues that need to be addressed
- Flexibility and adaptability in managing multiple priorities
- The ability to relate to co-workers, inspire others to participate, and mitigate conflict
- Leadership and management skills
- Planning and organization
- Problem-solving/reasoning/creativity
- Teamwork

CONTACT

Please e-mail a cover letter and resume to:

Tracy Nielsen
Vice President - Resource Development and Marketing
tracy@unitedwaywinecountry.org