



United Way Community Benefit Internship

The Community Benefit Department of United Way of the Wine Country is seeking candidates for a volunteer (non-paid) internship for the 2009 Fall months. Students who are interested in non-profit community-building and strategic planning are encouraged to apply. The intern will assist with general administrative support including: assist staff and consultants in various activities such as event planning, staffing and supporting community engagement sessions and strategic planning, recording stakeholder feedback and other supported tasks.

Qualifications:

- Must be available to work at least 10 hours a week
- Strong verbal and written communication skills and organizational skills
- An enthusiastic, outgoing personality
- Ability to work independently, and also work well in a team environment
- Strong analytical skills
- Self motivated; able to work well in a fast-paced environment where priorities are frequently changing
- Must know MS Word & Excel

If the intern plans to receive university credit for their internship, he/she is responsible for enrollment and all appropriate documentation. This is an unpaid internship.

To Apply – Submit a resume and a cover letter detailing interest and qualifications to jenny@unitedwaywinecountry.org or to United Way of the Wine Country, 418 B Street, Suite 400, Santa Rosa, CA 95401.