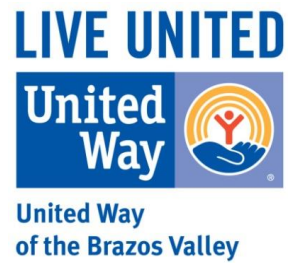


Job Description and Work Summary

Position: 2-1-1 Texas Outreach Intern
Accountable to: Resource & Project Coordinator
Oversight Committee: Community Impact
Term of Service: One Semester, 10 hours/week
Status: Intern
Salary Range: Unpaid Internship



Position Summary: The UWBV 2-1-1 Texas Outreach Intern will be accountable for effectively completing the following activities:

Activity	Time Estimate
<p>Serving under the supervision and guidance of the Resource and Project Coordinator, assist in managing the 2-1-1 Texas Program:</p> <ul style="list-style-type: none"> • Manage and generate 2-1-1 Texas online content to engage the community across web and social media platforms • Attend some Community Outreach events with the Resource and Project Coordinator and/or VP Community Impact • The intern will identify agencies, organizations, and events that may be appropriate for 2-1-1 Texas and implement a promotion plan for these entities • Answer and route incoming calls for the United Way of the Brazos Valley • Develop a summary document of what they have learned and completed during their semester internship 	40%
<p>Serving under the supervision and guidance of the Resource and Project Coordinator, implement an outreach and distribution plan for the 2-1-1 Texas program:</p> <ul style="list-style-type: none"> • Work with the Resource and Project Coordinator to develop an outreach plan for updating our 2-1-1 referral database and networking to improve the footprint of 2-1-1 in the community. • Coordinate outreach efforts with the Resource and Project Coordinator. • Implement a distribution plan for the 2-1-1 Texas Outreach bags to the Brazos Valley. • Continue current outreach efforts of 2-1-1 Texas to the Brazos Valley with 2-1-1 staff and the Resource and Project Coordinator. 	35%
<p>Serving under the supervision and guidance of the Resource and Project Coordinator, coordinate the planning and implementation process of the 2-1-1 Texas program:</p> <ul style="list-style-type: none"> • Assist the Resource and Project Coordinator in identifying 2-1-1 Day event. • Coordinate 2-1-1 Day planning process including timeline, materials, and needs. • Create recruitment plan for volunteers for 2-1-1 Day event and support Vice President Community Impact to recruit, onboard, and train 2-1-1 Day volunteers. • Develop outreach plan for 2-1-1 Day event including social media, press release, and marketing avenues. 	15%
<p>Document and collect training criteria and materials for future 2-1-1 Texas Outreach Interns to ensure effective transitions.</p>	10%

Additional responsibilities as an intern of the organization include:

<p>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.</p> <ul style="list-style-type: none"> • The UWBV, as a community leadership organization, is making progress in achieving our mission. • The UWBV leadership and management team is making progress on strategic operational goals as well as board committee and department work plans. • This person will make progress in how their actions and decisions are based on the following

UWBV Job Description

2-1-1 Texas Outreach Intern

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principles as defined in the UWBV Code of Ethics.

- 1.) Meaningful and Measurable Improvement
 - 2.) Community Interdependence and Collaboration
 - 3.) Volunteer Value Driven
 - 4.) Inclusiveness
 - 5.) Stewardship
 - 6.) Adaptive Organization
- Attend UWBV Board Meetings throughout the semester to gain valuable insight into the leadership and organizational structure of a nonprofit organization.

UWW Professional Core Competencies for all staff. This person will effectively and with great frequency demonstrates attributes and behaviors associated with the following Professional Core Competencies.

- Mission-Focused
- Relationship-Oriented
- Collaborator
- Results-Driven
- Brand-Steward

To be a high performance team member, each member of the UWBV team needs to understand how they create value and improve team systems, processes and results. This person must understand and contribute to the UWBV team in the following areas.

- Organizational, Department and Individual Roles and Responsibilities
- Project Planning with and for Volunteers
- Effective Communication and Sharing of Information
- Proactive Focus on Customer Needs and Expectations
- Respectful and Timely Follow Up
- Management of Processes and Projects

United Way of the Brazos Valley is an Equal Opportunity Employer.

Qualifications and Prerequisites for Service

- Undergraduate or Graduate student enrolled in coursework supporting a public health, sociology, social service, or other applicable degree.
- Knowledge of general computer programs (Outlook, Microsoft programs).

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing:				X
Hearing:				X
Standing/Walking/Sitting:				X
Climbing/Stooping Kneeling:		X		
Lifting/Pushing/Pulling:	X			
Use of hands/fingers to handle or feel:				X

Physical Dimensions: Low, Medium or High

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.