

Job Description and Work Summary

Position: Administrative Assistant Intern
Accountable To: Vice President Community Impact
Oversight Committee: Community Impact
Term of Service: One Semester, 15 hours/week
Status: Intern
Salary Range: Unpaid Internship



United Way
of the Brazos Valley

Position Summary: The UWBV Volunteer & Health Outreach Intern will be accountable for effectively completing the following activities:

Activity	Time Estimate
<p>Serving under the supervision and guidance of the Vice President Community Impact, assist in managing the Volunteer Brazos Valley Program:</p> <ul style="list-style-type: none"> • Answer and route incoming calls for the United Way of the Brazos Valley • Assisting the Vice President and President in day to day activities including the coordination and management of meetings schedules, email management, and other general office duties • Responding to general inquires and following inquiries to various departments as appropriate • Assist in the formatting, preparation, and proof-reading of documents for proposal submissions, internal and external reports, and other related documents • Coordinate and oversee all copying, laminating, binding, labeling and organizing projects as assigned • 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 Vice President Community Impact, implement an outreach and distribution plan for the 2-1-1 Texas program:</p> <ul style="list-style-type: none"> • Coordinate outreach efforts for Baby Bundles and the 2-1-1 Texas program. • Implement a distribution plan for the 2-1-1 Texas Outreach bags to the Brazos Valley. 	35%
<p>Serving under the supervision and guidance of the Vice President Community Impact, coordinate the planning and implementation process of the Day of Action program:</p> <ul style="list-style-type: none"> • Assist the Vice President Community Impact in identifying Day of Action event. • Coordinate Day of Action planning process including timeline, materials, and needs. • Create recruitment plan for volunteers for Day of Action event and support Vice President Community Impact to recruit, onboard, and train Day of Action volunteers. • Develop outreach plan for Day of Action event including social media, press release, and marketing avenues. 	15%
<p>Document and collect training criteria and materials for future Volunteer & Health 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 principles as defined in the UWBV Code of Ethics. <ol style="list-style-type: none"> 1.) Meaningful and Measurable Improvement 2.) Community Interdependence and Collaboration 3.) Volunteer Value Driven 4.) Inclusiveness
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Volunteer & Health Outreach Intern

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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. <ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• 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.