

Workplace Campaign Intern Fall 2021 UNPAID

This is a great internship for any business or sales major but especially for anyone interested in exploring the field of fundraising as a career. The successful candidate will demonstrate an interest in non-profit health and human services charitable work coupled with a career focus in any variety of professional business roles. This internship will be done physically in the UWGLV office in Allentown, PA even though the work is almost entirely supporting our virtual campaigns. This is because co-piloting a virtual presentation requires working from one of our networked workstations in the office. The intern will be able to remain physically distanced and masked in a private cubicle while working. This internship requires a commitment of approximately 10 hours per week from the end of September (9/21 start ideal) through end of November (11/20 end ideal)

Detailed projects and learning experiences

- Co-piloting Virtual Presentations: Behind the scenes during presentations, helping to keep the technological portion of the presentation flowing smoothly (ZOOM moderation) and answer chat questions or ensure that Relationship Manager answers all questions presented/hands raised
- Corporate Cases: Once Campaigns close with businesses that receive Corporate cases, update Corporate Case to reflect new data and keep updated throughout.
- Meeting Prep: Ensure RM's have the most up to date info regarding companies they are meeting with. Research specific donors and prospects within the companies.
- Acknowledgements: Once corporate pledge has been received, complete acknowledgement, have Relationship Manager sign and send to company within 48 hours of receiving notification of a corporate pledge.

General Internship Information

- Internships at UWGLV are available in most of our business areas year round. We are highly flexible with start and end dates for internships.
- Open to individuals of any age over 14, in a formal educational program or not, who demonstrate they are developing new professional skills and would benefit from the opportunity to work and learn in our organization.
- Will work on projects that go beyond that which the organization expected to accomplish with regular employees and which are not core to the achievement of the organization's mission.
- An intern is expected to get as much from the work experience at UWGLV as UWGLV gets from the intern. The supervisor of an intern anticipates a "break-even" exchange of time invested in mentoring the intern versus work product contributed to the organization.
- It is not the purpose or intention of this program to allow prospective employees to "work for free" to demonstrate their skill set or prove their suitability for employment. Candidates applying for stipend internships for this purpose will not be accepted.
- Not compensated for their time or work.
- May serve as an intern for no more than 1 year or no more than 950 hours.

DIVERSITY STATEMENT

We believe that diversity of thought as well as cultural diversity of staff and volunteers strengthens United Way of Greater Lehigh Valley's ability to achieve its mission, vision, philosophy and values. United Way is committed to having a workforce and volunteer teams that reflect and celebrate the diversity of our community in all respects. Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

United Way of the Greater LV is an EEO employer - M/F/Vets/Disabled

To apply: <https://easyapply.co/job/general-internship-posting-unpaid-1?rcid=uwglv>

Questions: Jennifer Nicolosi, Asst. Director, AmeriCorps Programs, United Way of the Greater Lehigh Valley, 610-807-5741 or jennifern@unitedwayglv.org

