

United Way of the Greater Lehigh Valley

Internship Details for Summer 2019

Accounting: This intern will be given accounting and finance related projects such as documenting our accounting processes and assisting with AP and AR processing. They will be given an opportunity to participate in the preparation of financials for committee meetings, attend those meetings, go along on bank deposit runs, and shadow other members of Finance as they conduct bank reconciliations, journal entries and budgetary work. This opportunity is appropriate for an intern or a volunteer looking to gain real world experience in the very specific nature of non-profit financial accounting, including understanding tax filings such as the 990. But we are also a business and this internship will also provide hands-on experience with AP, AR and cash flow planning using the accounting software package Financial Edge.

Food Access: This intern will help manage United Way's work in the area of Food Access. Tasks include attendance at Lehigh Valley Food Policy Council meetings, visiting organizations and writing blog posts that address hunger and food insecurity, assistance in tracking data related to food insecurity, working with community partners to help develop strategies to address the issue. Skills in research, mapping, and communication will be helpful in this internship. This opportunity is appropriate for an intern looking to gain real world experience in community relationship building (mostly in person), grassroots organizing, advocacy for social causes and meeting facilitation.

Healthy Aging: This intern will help manage United Way's work in the area of Healthy Aging. Tasks include attendance at Alliance on Aging meetings, visiting organizations and writing blog posts that address healthy aging, assistance in tracking data related to healthy aging, working with community partners to help develop strategies to address the issue. This opportunity is appropriate for an intern looking to gain real world experience in community relationship building (mostly in person), grassroots organizing, advocacy for social causes and meeting facilitation.

Resource Development: This intern will assist with our fundraising efforts. There will be assignments related to donor research and segmentation, preparing for asks and presentations and developing content for appeal and acknowledgement communications. Interns won't make direct asks unless they wish to, but will have plenty of opportunities to accompany fundraisers on presentations and asks. This opportunity is appropriate for an intern looking to gain real world experience in fundraising, donor stewardship and donor data management. It's also a great opportunity for any student pursuing sales.

How to Apply

Send your resume and/or letter of interest to:

Mary Terp, Director, Human Resources

United Way of the Greater Lehigh Valley

maryt@unitedwayglv.org

610-807-5712



2019 Summer Office Internships

United Way of the Greater Lehigh Valley



Screening begins in April 2019.

Send your resume / letter of interest now!

Accounting – Food Access – Healthy Aging – Resource Development

Opportunities for career focuses in: business, sales, marketing, nutrition, social work, government, public health, communication, gerontology, and public relations.

- **Report to and work in your own cubicle space in our office at 1110 American Parkway NE, Allentown, PA 18109**
- **Requires a 20 hour per week commitment for at least 10 weeks**
- **Unpaid internships are considered volunteering - meet requirements for community service hours**
- **Flexible start and end dates**
- **Flexible schedule within normal business hours – Monday through Friday as early as 7 am and as late as 5 pm**

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