



JOB TITLE: Resource Development Coordinator
REPORTS TO: Resource Development Associates

STATUS: Intern, Part-Time
20-25 hours a week

POSITION SUMMARY: This internship will assist the Resource Development team with various sales calls including existing accounts as well as cultivating new accounts and assist with coordination of projects to prepare for the annual United Way Workplace Campaign in the fall.

SKILLS NEEDED:

1. Solid organizational skills.
2. Solid communication skills.
3. Ability to present to small groups.
4. Ability to maintain confidentiality in regard to United Way data.
5. Ability to work as a member of a team to achieve common goals.
6. Solid grasp of Microsoft Word and Excel.
7. Willingness and ability to work with community volunteers in order to achieve our mission.

WHAT YOU WILL GAIN:

1. Better presentation skills.
2. Stronger team building skills.
3. Solid project management skills.
4. Enhanced sales skills.
5. Prospect research skills.
6. Enhanced community network.
7. Knowledge that you are making a difference in our community!

GENERAL RESPONSIBILITIES:

Assist our staff and key volunteers in contacting small businesses that donate to our United Way, as well as contacting those that haven't donated to commit to a donation in the fall. This will also involve securing small businesses to participate in our Caring Club Card program. This position may also assist with event preparations and sponsorships for the school campaign as well as the student campaign.

If interested in applying for this internship, please complete the Internship Application.

United Way is proud to be an Equal Opportunity Employer