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United Way of Northeast Florida

Position Description

# Position Title: Intern

**Department:** Marketing and Communications

**Reports to:** Coordinator, Marketing & Communications

**Reviewed: FLSA Status:** N/A

***Vision and Mission*:**

At United Way of Northeast Florida, we envision a community of opportunity where everyone has hope and can reach their full potential. Our mission is to solve our community’s toughest challenges by connecting people, resources and ideas**.**

## *Purpose of Position*:

The marketing and communications intern will provide assistance with digital content, event coordination and special projects, as well as other duties as assigned to support the department.

***Key Responsibilities and Essential Functions***:

* Write blog posts.
* Assist with social media content development.
* Provide planning and logistical support for special events.
* Track and organize media clippings, including on our website.
* Update media contact list, as needed.
* Assist with website content management via WordPress.
* Submit event postings to community calendars.
* Assist with ordering, handling and inventory of promotional products.
* Assist with graphic design, if applicable.
* Perform other duties as assigned.
* Participate in all-staff and team meetings.

***Experience / Position Requirements*:**

* College student pursuing a degree in communications, public relations, marketing, advertising or related field.
* Demonstrated ability to take direction from multiple members of United Way staff.
* Strong time management, organization, oral communication and interpersonal skills.
* Strong writing skills with AP style knowledge.
* Self-starter who is dependable and able to work independently.
* Demonstrated capability to prioritize work appropriately and handle multiple tasks at one time.
* Team player with the ability to work in a fast-paced environment.
* Ability to work a flexible schedule given special events or other meetings.
* Entry-level website content management skills.
* Entry-level photography and photo-editing skills.
* Proficient in Microsoft Office programs.
* Social media management skills are a plus but not required.
* Graphic design skills are a plus but not required.
* Videography and audio-capturing skills a plus, but not required.

Must have access to a vehicle, maintain a valid driver’s license and provide proof of the vehicle’s insurance coverage.

***Professional Core Competencies Required***:

* Mission Focused: Creates real social change that leads to better lives and healthier communities. This drives performance and professional motivations.
* Relationship Oriented: Places people before process and is astute in cultivating and managing relationships toward a common goal.
* Collaborator (Includes teamwork and communication): Understands the roles and contributions of all sectors of the community and can mobilize resources (financial & human) through meaningful engagement. Strong supporter of a team environment.
* Results Driven: Dedicates efforts to shared and measurable goals for the common good; creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact.
* Brand Steward: Understands role in growing and protecting the reputation and results of the greater network.

***General Physical Requirements for Essential Functions of the Job:***

 x Sitting 6 hours per day

 x Standing 1 hour per day

 x Walking 1 hour per day

 x Lifting 25 pounds

 x Bending/Stooping: Must be able to move heavy and awkward boxes of paper materials, push loaded carts and lift arms above head to move materials from shelves.

 x Long Hours: Sometimes necessary to work longer than 8 hours a day and/or 40 hours a work week, including weekends.

 x Unusual hearing or visionary demands: Long hours viewing a computer monitor screen.

 x Manual dexterity: Continual use of hands with wrist movement on keyboard and/or while using the telephone.

 x Working conditions: May need to work outside normal office environment occasionally.

 x Travel: Travel using personal vehicle is required occasionally.

 Other Physical Requirements *(Describe):*

 *This description is not designed to contain a comprehensive inventory of all responsibilities and qualifications required of all team members assigned to this position. It is intended only to describe the key elements relative to each section. Also, duties and/or requirements of this position may be modified, added or deleted at any time.  This supersedes all descriptions previously written for the same position. Unique equivalent skills and experience may possibly substitute for required position requirements.*

*United Way of Northeast Florida is an Equal Opportunity Employer and a Drug Free Work Environment.*