

**POSITION:** Community Engagement Intern

**POSITION TYPE:** Unpaid Internship

**REPORTS TO:** Director of Community Engagement, United Way of Northern Shenandoah Valley

**LOCATION:** 411 N. Cameron St. Suite 210 Winchester, VA 22601

**ORGANIZATION BACKGROUND:** United Way of Northern Shenandoah Valley's mission is to increase the organized capacity of people to care for one another. United Way NSV leverage resources, businesses, experts, and other service providers to advance the common good.

**POSITION SUMMARY:** United Way of Northern Shenandoah Valley seeks a Community Engagement Intern to work with our Valley Assistance Network (VAN). This position involves research and development of plans to help advance key programs. It will also allow for hands-on experience to work directly with clients seeking assistance in our community.

**RESPONSIBILITIES:**

- Connect clients with services and resources in the community
- Provide direction and guidance to identify and remove barriers for clients seeking services
- Advocate for clients to obtain appropriate housing, employment, education, counseling, health care, transportation, treatment, medication and other needed services
- Update existing community resource lists and seek out new resources for clients
- Assist with data collection
- Research and help organize possible indicators for United Way NSV Community Needs Assessment
- Research and present Collective Impact Models related to improving outcomes for early childhood education
- Gather outcomes from United Way Impact Grants and COVID-19 Relief Fund Grants
- Assist with Developing a Community Needs Assessment for the Hispanic population
- Participate in outreach and community events

**QUALIFICATIONS/SKILLS REQUIRED**

- Excellent oral and written communication
- Proficient use of Microsoft Excel, Word, and PowerPoint
- Basic computing and database management skills
- Ability to manage multiple projects, utilize critical thinking and problem solving skills
- Possess an understanding of the dynamics poverty, as well as an understanding of, and sensitivity to, serving diverse populations
- Ability to work independently and in a team environment
- Must be flexible, proactive and open to learning

**HOURS OF WORK:** The hours of work are flexible, but mainly between the hours of 9 am – 5 pm. The internship will include in-person office training as well as opportunities to work remotely.

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