



## **United Way of Central Massachusetts Community Engagement and Women's Initiative Part-Time Intern**

The United Way of Central Massachusetts is looking for an enthusiastic individual to support the United Way's community engagement and Women's Initiative departments. This part-time position will help you acquire knowledge of non-profit, community engagement, event planning, and fundraising skills and strategies. The ideal candidate is a great communicator, project manager, and passionate about supporting the community.

### **RESPONSIBILITIES:**

- Assist with coordination of community service projects and volunteer involvement efforts
- Maintain and grow Volunteer Center database of volunteer opportunities
- Support Women's Initiative member and fundraising events and donor management
- Gather data to measure impact
- Provide research on best practices, donor history, and other tasks as assigned
- Support UWCM team in administrative tasks as assigned

### **REQUIREMENTS:**

- Currently pursuing an undergraduate or master's degree in a related field
- Motivated to learn, work hard and gain experience in a fast-paced environment
- Excellent project management skills; event planning experience preferred
- Strong verbal and written communication skills
- Must have a passion to support the community
- Excellent knowledge of MS Office

### **JOB TYPE:**

Part-time (20+ hours/week) paid position. \$15-\$17/hour.

### **About the United Way of Central Massachusetts**

The mission of the United Way of Central Massachusetts is to connect people and resources to improve the community by investing in educational opportunities, supporting strong families, and building healthy communities. To learn more visit [www.unitedwaycm.org](http://www.unitedwaycm.org), FaceBook [@UnitedWayCentralMA](https://www.facebook.com/UnitedWayCentralMA), or Instagram [@UnitedWayCM](https://www.instagram.com/UnitedWayCM)

TO APPLY: send resume to [emily.mccann@unitedwaycm.org](mailto:emily.mccann@unitedwaycm.org)