Position: Community Impact Intern
Reports to: Director of Community Impact
Compensation: $15 per hour for work-study qualified students, otherwise unpaid internship
Schedule: Hours to be negotiated, prefer 15 hours per week

About United Way Monterey County: The mission of United Way Monterey County (UWMC) is to engage the community and focus resources to improve lives in Monterey County. Each year, 1 in 3 people in Monterey County benefit from a United Way-funded service. UWMC supports programs and initiatives that create real and lasting change.

Position Summary: The Community Impact Intern will provide support to the Director of Community Impact on a variety of projects that support departmental operations and success.

Responsibilities and Duties:
- Prepare narrative and statistical reports on impact activities, including those of UWMC funded agencies
- Identification of funding opportunities for impact programs and strategies
- Support production/implementation of UWMC activities such as Tax Day, Community Service Awards, BoardConnect and CAMC “kitchen tables”
- Assist in meeting preparations by preparing materials such as agendas, minutes, nametags, and registration lists
- Provides staff support and technical assistance to special projects to impact staff as directed

Qualifications:
- Strong verbal and written communication skills
- Reliable with strong attention to detail
- Good interpersonal skills and discretion
- Focused and well-organized; able to multi-task
- Desire to work in a non-profit agency dedicated to financially supporting and advocating for local human service programs

How to Apply: Interested applicants are encouraged to submit a cover letter and resume by email yuri.anderson@unitedwaymcca.org

United Way Monterey County is an Equal Opportunity Employer.