**Organization:**  The United Way of Clark, Champaign and Madison Counties

**Site Supervisor:**  Kerry Pedraza

**Site Supervisor Email:** [kpedraza@uwccmc.org](mailto:kpedraza@uwccmc.org)

**Mission of Organization:** The United Way of Clark, Champaign and Madison Counties is a nonprofit 501c3 organization that has provided funding, volunteers and leadership in our three-county area for over 100 years. Improving the health, education and financial stability of our communities is our primary focus.

**Organization’s Website:** <https://www.uwccmc.org/>

**Position Title:** Community Intern

**Position Description:** The Community Intern will support the United Way staff in the areas of community impact, development and general office duties. This position may involve creating marketing pieces for fundraising or special events, social media posts or live feeds. The Community Intern will provide general office support by answering phones, inputting data and working with records retention.

**Goal of Internship for Student:**  The intern will gain experience in general office practices, social media management, donor relations, marketing and development, event planning and relationship building.

**Qualifications**

Experience with Microsoft Word and Google Docs

Comfortable learning a variety of software tools such as Canva and Wix.com

Outgoing, Organized

Understands and adheres to strict confidentiality requirements

Has access to transportation/way to get to internship