

Summer Associate—Education (Summer 2010)

Contact: Brooke Barrett—Director, Grants and Strategic Development

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Commitment: 20-40 hours per week, 10 weeks

Paid: Course credit available with school approval

Application Deadline: May 15, 2010

Description:

UWEWH seeks a Summer Associate to assist the Community Impact (CI) division on education-specific matters. As an intern at UWEWH, you will be exposed to non-profit operations and management, program/policy design and development and grant writing and management through experiential learning working on short-term and long-term projects. This internship will provide you the opportunity to develop many pieces for your professional portfolio. You will be a vital member of UWEWH team by supporting the entire organization and the over 700,000 individuals in our service area through your work.

Key Responsibilities:

- Support UWEWH CI division through the development of various policy and program materials for education-specific projects
- Liaison with various education-focused community organizations and entities
- Education-based research projects to be determined with UWEWH staff
- Education policy tracking
- Provide assistance to the Education Policy Advocacy Council
- Complete various administrative projects as relevant to Community Impact Education work

Qualifications:

- Minimum of two years in policy, education, non-profit management or related program
- Excellent organizational, written and oral communications skills
- Passionate and informed about education policy and reform, particular the United Way Education framework
- Ability to work independently and be self-motivated
- Ability to commit to 20-40 hours/week for 10 weeks in the summer, possibility to extend will be considered
- Willingness to attend occasional events outside of the regular business hours of 10am – 6 pm Monday-Thursday

Application:

To apply, send a cover letter, resume and relevant writing sample in pdf form to bbarrett@uwewh.org with the subject line: “CI-Education Summer Associate Applicant”