

Summer Associate—Income (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 with income-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 income-specific projects
- Liaison with various income-focused community organizations and entities
- Income-based research projects to be determined with UWEWH staff
- Income stability policy tracking
- Provide assistance to the Income Policy Advocacy Council
- Complete various administrative projects as relevant to Community Impact Income work

Qualifications:

- Minimum of two years in policy, social work or non-profit management program
- Excellent organizational skills
- Excellent written and oral communications
- Passionate and informed about various income stability and community development strategies, particular the United Way Income framework and Individual Development Account Programs
- 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-Income Summer Associate Applicant”