



Community Connection Center Intern Job Description

Position Description

The Community Connection Center Intern will assist with the operations of a local one stop social services resource center as needed in order to better understand the administration of non-profit organizations and the needs of the community.

Duties include:

- Greeting and assisting the public and clients on the phone and in person
- Outreach to local non-profit organizations to obtain updated volunteer needs
- Creating and maintaining calendars for various Community Connection Center needs
- Assisting with organization of regular volunteer training & orientations
- Supervising volunteers
- Assisting with the maintenance and organization of the Community Connection Center
- Performing task for partner agencies as needed
- Attending Tenant Advisory and other related meetings
- Various administrative tasks as assigned
- Representing United Way at public events

The Community Connection Center Intern will be expected to possess the following qualifications:

- Excellent interpersonal skills
- Computer literacy
- Ability to work well with others or independently
- Initiative to problem solve, if necessary
- Responsibility to complete projects by a pre-determined deadline
- Ability to communicate effectively and accurately in oral and written language
- A passion for service
- A strong work ethic and positive attitude
- A good sense of humor is also appreciated.

The Community Connection Center Intern is encouraged to:

- Show initiative, make suggestions, and participate in discussion about the CCC
- Research and innovate on topics that interest them
- Ask questions freely

Education and/or Experience: Undergraduate or graduate student in any area of study.

Time Commitment: 15-25 hours weekly. Hours and work dates are flexible and may be set according to an intern's schedule.

The intern will be reimbursed for any travel mileage or miscellaneous expenses incurred while working. The internship is a non-paid work experience. Letters of recommendation can be provided upon successful completion of internship.