

## United Way of Northwest Arkansas Internship Application

**Arkansas 211 Resource Internship** - This candidate will work alongside the Arkansas 211 Resource Database Team to help increase the number of resources available for referrals throughout the State of Arkansas. This will enable Arkansas 211 staff to meet the needs of community members more effectively, as well as enabling members of the public, partner agencies, stakeholders and funders, to see the growth of help available and identify gaps in service.

### **Primary Duties**

- Assist Resource Database Team to gather suggested additions to the Community Resource Database
- Compare prospective additions to the Inclusion/Exclusion Criteria
- Contact Agency partners to secure approval for inclusion, verify details, and obtain a reliable contact for updates
- Assist in day-to-day Arkansas 211 Resource Team needs

### **Qualifications and Performance Skills Desired**

- College Junior or Senior status
- 15-20 hours/week
- Basic background in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Experience in relational database software preferred
- Project management and organizational ability
- Ability to work independently, self-starter
- Written and oral communication skills
- Presentation skills

### **Time Commitment**

- Summer Semester 2022 – May 31 – August 5
- Fall Semester 2022– August 22 – December 8
- Spring Semester 2023 – January 17 – May 4

United Way will make every effort to afford the intern the greatest possible flexibility in scheduling internship hours. The time commitment may vary according to the intern's arrangement and request.

**Compensation - \$1,000 Stipend**

**To complete the application, candidates should:**

Submit a cover letter including answers to the below questions, and cover letter and resume via e-mail to Carlos Garbutt, [cgarbutt@unitedwaynwa.org](mailto:cgarbutt@unitedwaynwa.org). In addition, submit two personal/ educational references.

Have you volunteered with the United Way of Northwest Arkansas in the past?

Are you familiar with the programs and services the United Way of Northwest Arkansas offers?

Please describe past leadership experiences that would make you an ideal candidate for the internship.

Describe your past volunteer involvement.

What are you hoping to gain through this internship?

**Professional/ Educational Reference 1:**

Name:

Email:

Phone:

Relationship to you:

**Professional/ Educational Reference 2:**

Name:

Email:

Phone:

Relationship to you: