

**Position/ Title:** United Way of Larimer County (UWLC) Archives Internship

**Reports To:** Executive Manager & Event Contractor

**Position Status:** Summer Stipend \$500.00; 150 hours/ 15 hours per week/ 10 weeks

**Desired Start Date:** July 30, 2018

**Position End Date:** October 8, 2018

**Scope of Position:**

This position primarily supports the preparation for United Way of Larimer County's 60<sup>th</sup> Anniversary celebration. This position requires excellent interpersonal skills, organizational skills, and the ability to manage multiple projects simultaneously. The role is to be performed with high ethical standards and exceptional internal and external customer service.

- Vision: We lead the community to meet the needs of those in need.
- Mission: To cultivate and mobilize community resources to change and save lives.

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**Essential Job Functions (include, but are not limited to):**

**Archiving:**

- Researching, identifying, assessing, organizing, selecting, categorizing and processing United Way of Larimer County's history including correspondence, reports, audio and video recordings, photographs, newspaper clippings and other documents.
- Processing of the collection, including physical arrangement, inventorying and describing of materials (sorting, boxing, labeling).
- Creating database records and collection guides and other basic finding aids.
- Drafting of a records retention policy and utilizing recognized archival and records management practices.
- Communicate findings with UWLC staff and event contractor.
- Using archival and/or nonarchival documents to prepare for UWLC's 60<sup>th</sup> Anniversary exhibit and/ or displays.

**Other Tasks:**

- Attending monthly event planning committee meetings.
- Liaising with suppliers, managing various event details, and completing other tasks as assigned by supervisors.
- Completing other tasks as assigned by supervisor(s).

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**Skills and Specifications**

- Excellent interpersonal skills
- Independent time management skills
- Knowledge of event planning principles and practices
- Ability to exercise great initiative and independent judgment

- Ability to maintain confidentiality at all times
- Ability to manage several projects and tasks simultaneously
- High attention to detail and accuracy
- Solid problem-solving skills
- Excellent organizational, multi-tasking and leadership skills required
- Excellent oral and written communication skills required

**Required Education and Qualifications**

- Some college or an associate's degree required
- Knowledge of archives and records management, event planning and marketing
- Computer skills and knowledge of office software packages

**Preferred Education and Qualifications**

- Bachelor's degree or equivalent experience in history or marketing.

The above qualifications and duties are to be considered representative of the duties of the above-referenced role. This listing should not be considered comprehensive; over time, the needs of the organization and of this role may change.

This position is conditional upon proof of citizenship status, federal appropriations, successful completion of the background check process and agreement to the terms and conditions of United Way of Larimer County.

**Position Benefits**

- Opportunity to craft your internship experience to meet your interests wherever possible.
- Gain experience in a nonprofit business and learn nonprofit organization operations.
- Become connected to United Way's worldwide organization.
- Enhance communication skills through participating in project support.
- Enhance computer skills (Microsoft Office and web-based applications).

**Application Instructions**

- Email resume and cover letter to Sarah Bromley, executive manager, at [sbromley@uwaylc.org](mailto:sbromley@uwaylc.org) or call 970-407-7052.