

United Way of Larimer County

424 Pine Street
Fort Collins, CO 80524

Site Contact:

Shyla Letizia, Community Impact Administrator
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Number of Internship Positions: Fall 1 Spring 1 Summer NONE



Description of Agency:

United Way of Larimer County helps local children and families succeed in school, work, and life by tackling the source of community challenges to drive change that lasts. We are building a movement of people and organizations from across Larimer County to solve problems together and create results that help people today and make stronger foundations for tomorrow. This internship offers the opportunity for students to engage in Community Impact work at United Way and make a difference in our community. It is ideal for someone interested in gaining an understanding of nonprofit management, community building, and volunteerism. The nature of this position allows interns to help build their experience and utilize individual strengths, while being challenged in areas of growth.

Description of Population and Programs:

Interns will work to support United Way of Larimer County Community Impact programs that help all people in Larimer County, with a focus on people experiencing poverty. Programs that interns may support include:

- **Make a Difference Day:** Larimer County's largest community-wide volunteer event
- **Cheers to Volunteers**
- **Family Volunteer Day**
- **Be Ready:** a community collaboration that ensures young children are ready to enter school
- **Others such as:** Poverty Simulations, Corporate Reading Program, Board Bank, 2-1-1, Holiday Volunteering

Position Duties:

- Conduct community outreach with various programs to spread awareness and increase the impact of United Way's work
- Participate in and help facilitate meetings with community partners
- Attend community events and professional development trainings to maintain up-to-date knowledge on the population served
- Manage social media campaigns and mass communications
- Prepare training and event materials
- Plan, support, and attend program events
- Assist in creating and implementing evaluation methods
- Engage in volunteer management for volunteer projects and opportunities
- Assist in creating reports and presentations
- Make real, tangible changes in the community that support the advancement of the Community Impact Plan

Position Qualifications:

- Ability to successfully maintain multiple timelines and due-dates on various projects
- Attention to detail
- Proficient computer skills
- Effective writing and communication skills
- An understanding of, and commitment to learn about: UWLC Community Impact Plan/Theories of Change, the poverty cycle, volunteerism, and concerns relating to poverty in 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 community meetings, project support, presentations, and community program evaluation activities
- Meet and network with local businesses, governmental entities, and nonprofits in Larimer County
- Participate in informational interviews with United Way of Larimer County management, staff members, and funded agencies
- Enhance computer skills (Microsoft Office and web-based applications)

Application Instructions:

- Email resume and cover letter to Shyla Letizia, Community Impact Administrator, at sletizia@uwaylc.org or call (970) 407-7038.