

**United Way of Larimer County  
Workplace Giving Intern**

**Are you looking for a way to gain valuable career experience and also make a difference in your community?**

United Way of Larimer County is much more than a fund-raising organization. For over 50 years, we've led efforts to ensure a better tomorrow for all of us and will continue to do so for decades to come. We are striving to be a community convener, leader and resource developer in resolving health and human service issues in Larimer County.

**About the internship**

United Way of Larimer County will be hiring an intern to function as an extension of United Way Resource Development staff, which raises money to help meet health and human service needs of our community. This intern will primarily assist in planning and implementing new strategies for our annual campaign.

**Some of the tasks you may perform:**

- Attend scheduled training session
- Attend scheduled meetings
- Become knowledgeable about United Way in order to be a champion for the organization in the community
- Provide excellent service to all customers/donors
- Solicit for in-kind donations
- Assist in targeting and reaching new markets
- Assist staff with administrative and clerical tasks
- Develop and refine campaign related materials
- Learn customer relationship management software
- Assist with and attend a campaign special event
- Attend United Way Campaign meetings and events
- Drop off and pick up materials at various organizations in Larimer County
- Other duties as assigned

**Some of the skills and opportunities you may gain:**

- Meet and network with businesses and non-profits in Larimer County
- Add experience with a leader in health and human non profit to your resume
- Practice and gain new interpersonal skills
- Gain experience in a fast growing non-profit business
- Work independently and with the freedom to be creative
- Improve clerical and administrative skills
- Learn to work with a database
- Gain perspective on benefits of charitable giving
- Learn about non-profit management
- Opportunities for informational interviews with upper management

**POSITION**

- 12 week commitment aligning with your school semester-beginning in May 2012
- 15 hours a week during business hours. Flexible around school schedule
- Position is contingent upon successful background check
- Must have own reliable transportation, valid Driver's License, and proof of insurance  
Mileage reimbursement is provided
- Stipend available

**TO APPLY**

Email or fax your resume and a paragraph about why you want to work with United Way to Karen Libra at [klibra@uwaylc.org](mailto:klibra@uwaylc.org) or 970-407-7099.