

United Way of Forsyth County High School Intern

Location: 240 Elm Street, Cumming, GA 30040

Work Schedule: 5-10 hours per week over 2-3 agreed upon days. Availability to start in January 2022 and/or during the Fall school year 2022-2023

Our Mission: To improve lives in our community by mobilizing the caring power and spirit of our citizens.

Our Vision: To be a community where all people have the opportunity to engage, thrive and achieve a better quality of life.

Major job duties include:

- FUNdraising – working with the Director of Resource Development to create plans to engage young adults entering the workforce, entrepreneurs, solopreneurs. Assist with the Forsyth County Schools Campaign (our 3rd largest campaign) from Oct – Jan.
- Drafting social media posts across the platforms to encourage donations, volunteers and any events or special projects. Gather analytics and review with the team.
- Working with United Way staff to create short videos that capture the voice of United Way to be used during Campaigns, meetings, social media and events. This includes drafting a storyboard, capturing video content and editing.
- Managing special events from start to finish, such as our ReadingPals Literacy Kits or Born Learning Trails. This requires working with the volunteer groups, ordering materials for the projects, securing sponsors and planning the day of the event.

We are currently looking for a dynamic individual who is...

- A Junior or Senior in High School
- In a Marketing, Business, Education, Communication or Social Work Pathway with interests in FUNdraising, philanthropy, social media and/or video production
- Organized, creative, professional and punctual
- A strong leader with teamwork skills to see a project to completion
- A quick learner, with a can-do attitude
- Able to build rapport with United Way staff and local business leaders

What you will learn:

- Interns at United Way gain valuable learning, working and hands-on experience at a leading nonprofit organization. Our goal is to make every intern who works with us feel included, valuable, productive and with a work ethic to take forward into the workplace.
- You will learn how to work in a professional environment and have ample opportunity to network with internal and external leaders in the non-profit and business fields.
- Explore companies, businesses and organizations that have philanthropic goals in place and how United Way is a valuable partner to help meet those goals.