



" For Those Who Want to See ALL Sides of the Aisle!"

Internship Offerings

Uniting Communities First is a non-profit created in 2013. Our organization is a non-partisan community initiative to engage and empower voters to become more strategic at the ballot box through education and action. We are here to educate, inspire cultivate and train the next generation of civic minded and politically aware individuals, whether public office seekers or future community leaders.

This is an excellent opportunity for college students to be apart of a true grassroots movement.

Intern Position: *Community Collaboration Assistant*

Purpose: The organization is seeking a Community Collaboration Assistant to develop relationships with prospective community partners to provide greater visibility, dialogue, heighten awareness of our organization and improve and increase our donor and volunteer base. The person selected in this role must be a take charge professional with the ability to understand and relay our services approach, while suggesting program services that we can initiate on behalf of the needs of other organizations. This person must be a self-starter and enjoy talking to people. A recent model computer with wireless internet connectivity is required.

Essential Job Functions:

- Must be able to suggest service-based programming that can be initiated to assist our community partners, in addition to assisting with the logistics of the service dates, including but not limited to planning service day events, preparing budgets, providing written descriptive content to be included in our marketing materials.
 1. (Example 1: A local homeless shelter for children and families is in need of children's books for ages 5yo-9yo. We then conduct a book drive or raise funds to purchase books to assist this organization. Example 2: Our organization is in need of community partners to participate in a local job fair, as well as collaborate with our employment service program to assist people in locating the appropriate employment opportunities. This type of collaboration would enhance our existing programming.)
- Conduct research on organizations to locate collaborative partnership opportunities, some of which should compliment services our organization requires to enhance our current programming.
- Plan monthly "Acts of Kindness" activities specific to identifying collaborative partners who are need of having various services completed that compliment our organization's existing programming.
- Develop other collaborative partnerships as needed per board of director's instruction which will be based on future needs such as educational forums, event partnerships, etc.



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- Required to schedule service dates with collaborative partners upon board approval.
- Maintain detailed contact rosters and records for future utilization.

Preferred Qualifications:

- BA Degree in Human/Social Services or related field desired but will consider candidate with Associates Degree. At least 1-year related experience preferred in community planning, relationship development, or any equivalent combination of education and experience.
- Excellent communication skills, including writing, proof reading skills, and speaking, as well as interpersonal skills both in person and by phone, with high professionalism.
- Ability to manage and accomplish multiple projects with little supervision.
- Fantastic customer service ethic and high expectations for quality.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, email and web searches.

Working Conditions

- Full time work remotely requiring little in-person presence and allowing for virtual operations. Requires occasional travel to off-site meetings, seminars or special events. Internship runs from July 1st, 2022- January 1st, 2023. Flexible with start and end dates.

Apply

Please send a cover letter and resume to ceo@unitingcommunitiesfirst.com

Job Title: *Grant Writer (Immediate Need)*

Purpose: The organization is seeking a grant writer that will be responsible for researching grant programs, writing funding applications and participating in some of the activities/functions of the funded programming. The person selected in this role must be able to work from home with minimal supervision, be a self-starter and have a basic understanding of nonprofit business, as well as have a recent model computer with wireless internet connectivity.

Essential Job Functions:

- Research grant programs, plans and write funding applications following the organization's direction based on their programming needs, including, but not limited to editing draft applications and submitting them in accordance with grant requirements, providing monthly reports, and assisting in resolving any issues with



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funding agencies. Coordinate many activities associated with the funded programs and operational needs.

- Participate in bi-weekly board meetings to identify and prioritize program/organizational needs, coordinate and research grant preparation assignments, including providing timely advice and information on funding opportunities, requirements and procedures, as well as collaborating with the organization to define and implement funding strategies, while managing the procurement process.
- Assist organizational staff in reviewing revenues, expenditures, and program status to ensure proper funds allocation and program efficiency and effectiveness.

Preferred Qualifications:

- MA Degree in English, Finance, Business Administration, or related field desired but will consider candidate with Bachelor's Degree. At least 2 years related experience preferred in grant funding or any equivalent combination of education and experience.
- Knowledge of grant application process, writing of applications, excellent organizational, and written and oral communication skills. Ability to work under pressure to meet submission deadlines while taking initiative and utilizing innovative techniques and ingenuity in researching and preparing grant applications. Candidate *must* be available 10 hours per week and be available to communicate with President and Secretary/Finance Chair between the hours of 5p-9p Monday through Friday or specified hours on the weekend via conference call and various other electronic means.
- Possess impeccable research skills and be a team player.

Working Conditions:

- Full time work remotely requiring little in-person presence and allowing for virtual operations. Requires occasional travel to off-site meetings, seminars or special events. Internship runs from July 1st, 2022- January 1st, 2023. Flexible with start and end dates.

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Intern Position: *Marketing/Communications Assistant*

Purpose: The organization seeking a Marketing/Communications Assistant that will be responsible for assisting the President in rebranding the organization to heighten public awareness of the organization's existence and services, in addition to improving the online presence of the organization. The person selected in this role must be able to work from home



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with minimal supervision, be a self-starter and have a basic understanding of marketing and communications strategies used in nonprofit business, as well as have a recent model computer with wireless internet connectivity.

Essential Job Functions:

- Develop, implement, and evaluate the annual communications plan in collaboration with the Board of Directors
- Lead the generation of online content that engages audience segments and leads to measurable action. Decide who, where, and when to disseminate.
- Put communications vehicles in place to create momentum and awareness as well as to test the effectiveness of communications activities.
- Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, website, newsletters, social media, and print media.
- Coordinate webpage maintenance—ensure that new and consistent information (article links, stories, and events) is posted regularly.
- Track and measure the level of engagement within the network over time.
- Manage development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, annual report, e-newsletters, press releases and website.
- Coordinate and organize annual meetings that engage the network's discreet audiences.
- Assist Board of Directors with managing media contacts.

Preferred Qualifications:

- BA Degree in Marketing/Communications/English or related field desired but will consider candidate with Associates Degree. At least 1-year related experience preferred in marketing and/or communications, or any equivalent combination of education and experience.
- The ability to take knowledge and transform it into exciting and useful messages and disseminate it to the right audiences through the best distribution channels is critical.
- Highly collaborative style; experience developing and implementing communications strategies.
- Excellent writing/editing and verbal communication skills.
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently.
- Relationship builder with the flexibility and finesse to “manage by influence”.
- High energy and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels.
- Sincere commitment to work collaboratively with all constituent groups, including board members, volunteers, donors, program participants, and other supporters.



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- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives

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