

## **Community Impact Intern Description**

United Way of Essex and West Hudson  
303 Washington Street  
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### **About Us:**

We are a nonprofit organization whose mission it is to improve people's lives and to strengthen the neighborhoods of Essex County. For more than 80 years, we have brought people together to raise awareness around social issues, develop community resources, invest in research, build public/private partnerships, support non-profit organizations, and help people get ahead, not just get by. We are working to make this region the best place for children and families in the country and that will only be made possible through the work of volunteers and our partnerships with business, government, education, health care, labor, faith groups, non-profit organizations and committed citizens. For more information visit us online at [www.unitedwayessex.org](http://www.unitedwayessex.org).

### **Description of Position:**

Position Title: Community Impact Intern

Status: Summer Internship, Full-time

Location: Downtown Newark, NJ, easily accessed by NY/NJ public transportation.

The UWEWH works to build strong communities through four strategic initiatives, which combine nearly \$2 million in targeted funding with learning opportunities around best practices and public policy issues.

- Success By 6 Initiative (SB6) is dedicated to assuring that by age six all children have received the necessary emotional, physical, and social development supports needed to successfully embrace the educational experience.
- Bridges to Success (BTS) is a youth development initiative providing support for the academic, emotional and social development of children and youth ages 7 to 19 to make a successful transition to higher education and/or the workplace
- Family Power Initiative (FP) aims to connect families and children to needed services and economic opportunities that promote family stability and self sufficiency
- HIV/AIDS Initiative provides support for programs that reduce individuals' risk for HIV/AIDS.

The United Way is seeking a summer intern to support the work of these community building initiatives. While the summer intern may assume responsibility for any combination of the projects listed below, there may also be opportunities for him/her to take on other special projects.

### **Key Responsibilities**

Service Directory Guide: Creation of a service directory guide of programs in our catchment area of Essex and Hudson counties. This service directory guide will be broken down into four sections corresponding to the focus of each of the UWEWH's four strategic initiatives:

- early childhood development programs,
- youth development programs,
- family stability/self-sufficiency programs, and
- HIV/AIDS prevention programs.

There are a number of community services inventories already at our disposal, including the database associated with our information and referral hotline 2-1-1, that the summer intern will use to compile one or more sections of the service directory guide.

**Best Practices Compendium:** Development of a two compendiums of best practice models, one focusing on programs for middle school-age youth and another focusing on financial literacy programs. These represent two areas in which the United Way is contemplating doing more work in the future. The summer intern will help inform the direction of the United Way's work in these two areas by compiling promising examples evidence-based models, ones that have been proven to work.

**Latino Community Engagement:** Identifying ways that our United Way could better engage the Latino population as volunteers and donors. We have conducted research on engaging African-American communities, but need to better understand community involvement trends and best practices pertaining to Latinos.

**Media Watch:** Collecting articles on topics directly related to target populations (infants and mothers, children and youth, families) or issues (HIV/AIDS) central to the work of the UWEWH's four strategic initiatives. These articles come from newspapers such as *The Star Ledger* and *The New York Times* as well as from specialized journals such as *The Chronicle for Philanthropy* and *The Nonprofit Times*.

**Public Policy Issue Briefings:** Identifying the main public policy issues related to the populations targeted by the United Way's strategic initiatives as well as the entities advocating for or against these policies. The media watch mentioned above is one means by which the UWEWH stays apprised of and seeks to weigh in on public policy issues. The summer intern can focus on developing public policy issue summaries for one or more of our strategic initiatives.

**Required Abilities:**

Education: BA/BS candidates (juniors and seniors preferred) pursuing degrees in the social or behavioral sciences with B+ grade point average or better.

Key knowledge, skills, and abilities:

- Keen research, writing, and analytical skills.
- Advanced computer skills in Microsoft Word, Excel, and PowerPoint.
- Strong planning, organizational, and administrative abilities.
- Good communication, presentation, and interpersonal and cross-cultural competencies.
- Interest in the human services or philanthropic fields.
- Spanish language skills desired for the Latino Community Engagement project.

**Timetable:**

**Timeframe:** Approximately 10 weeks, June – August 2007

**Days and Hours:** Monday – Friday, 8AM – 4PM. Flex schedule option available whereby intern can work an extra hour Monday through Thursday and only work a half day on Friday.

**Benefits:**

While the internship is unpaid, the UWEWH does offer a monthly stipend for public transportation or free parking in our lot. And to enhance the learning experience, the summer intern will have the opportunity to participate in a number of meetings and activities, including:

- Weekly Community Impact Team meetings
- Semi-monthly interdepartmental meetings between members of the Community Impact, Resource Development, and Marketing/Communications teams.
- Meetings of municipal-, county-, and state-level affinity groups whose interests are closely related to the work of our strategic initiatives.
- Site visits to programs funded by the UWEWH.

**Contact Person**

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