

**NORTHERN NJ COMBINED FEDERAL CAMPAIGN**  
**INTERN - POSITION DESCRIPTION**  
**United Way of Essex and West Hudson**  
**303 Washington Street**  
**Newark, NJ 07102**  
**973.624.8300**

**About Us:**

The mission of the Combined Federal Campaign (CFC) is to promote and support philanthropy through a program that is employee focused, cost-efficient, and effective in providing all federal employees the opportunity to improve the quality of life for all.

CFC is the world's largest and most successful annual workplace charity campaign, with more than 300 CFC campaigns throughout the country and internationally to help to raise millions of dollars each year. Pledges made by Federal civilian, postal and military donors during the campaign season (September 1st to December 15th) support eligible non-profit organizations that provide health and human service benefits throughout the world. The United Way of Essex and West Hudson is responsible for day-to-day management of the Northern NJ CFC. For more information visit us online at [www.cfcnj.org](http://www.cfcnj.org).

**Description of Position:**

The Combined Federal Campaign Intern will assist with coordination of all activities associated with logistics, third party vendors, event budgets, attendance lists, and production for campaign events. In addition the Intern provide minimal administrative support related to CFC meetings.

**Key Responsibilities:**

Responsible for accurate and up-to-date data entry for all event related lists and mailings. Must have the knowledge of Excel spreadsheet formatting and sorting in order to manage event databases and table assignments.

- Mail-merge letters for pre-event and post-event communications with attendees, committee members, and/or event participants.
- Maintain accuracy in producing nametags, tent cards, mailing labels, and other signage appropriate for the events.
- Work with event vendors to manage logistics and ensure accurate delivery of agreed-upon product(s)
- Coordinate with delivery services all event related materials to and from events sites.
- Assist event set-up, registration, provide logistical support, and clean-up on day of event.

**Required Abilities:**

Excellent attention to detail

Experience with Microsoft Excel, Word and Publisher

Ability to establish priorities, balance demands of multiple projects and meet deadlines

Excellent communication skills

Commitment to excellence and to the mission of the United Way

**CFC Timetable:**

Strategic Planning, Create Training Materials – July

Loaned Executive Training/Corporate Calls– July-August

Combined Federal Campaign Begins – September-December

Wrap-up Campaign/Recognition Events – January-April

**For More Information Contact:**

Quinnetta Anderson, Campaign Manager, Combined Federal Campaign

[qanderson@uwewh.org](mailto:qanderson@uwewh.org)

973.624.8300 x247

**NORTHERN NJ CFC**  
**GRAPHIC DESIGN/WEBSITE INTERN - POSITION DESCRIPTION**

**United Way of Essex and West Hudson**  
**303 Washington Street**  
**Newark, NJ 07102**  
**973.624.8300**

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**Description of Position:**

The Graphic Design/Website Intern will help design, layout and produce printed materials for marketing the Northern New Jersey Combined Federal Campaign (NNJCFC). The potential exists for the appropriate candidate to design and execute an outdoor advertising/marketing campaign for the National Campaign. (Intern will receive published credit for his/her design).

The Graphic Design/Website Intern will work with our webmaster to enhance and manage our existing website. The potential exists for the appropriate candidate to completely redesign NNJCFC's website and work with our existing webmaster on execution of that design. (Intern will receive published credit for his/her design).

**Key Responsibilities:**

- Responsible for assisting with design, layout and production of Northern NJ Combined Federal Campaign's printed marketing materials
- Responsible for assisting with redesign, management and updating of Northern NJ Combined Federal Campaign's website
- Responsible for assisting with other media marketing materials as intern's experience dictates.

**Required Abilities:**

Excellent attention to detail  
Experience with Microsoft Publisher and MAC-based design programs  
Ability to establish priorities, balance demands of multiple projects and meet deadlines  
Excellent communication skills  
Commitment to excellence and to the mission of the United Way

**For More Information Contact:**

Quinnetta Anderson, Campaign Manager, Combined Federal Campaign

[qanderson@uwewh.org](mailto:qanderson@uwewh.org)  
973.624.8300 x247