



United Way of
Greater Union County
33 West Grand Street
Elizabeth, NJ 07202

Special Events Internship

Who We Are

Located in the heart of Elizabeth, NJ, United Way of Greater Union County is a 501(c)3 human services organization that fights for the education, financial stability, health and family strengthening of residents in Union County, North Plainfield and South Plainfield. We work to improve lives by collaborating with nonprofit agencies, businesses, government officials, individuals, and volunteers to create positive sustainable change in the community. Today, United Way is a preeminent community-based leader, partner, and investment choice in these communities, serving 40 non-profit agencies and four Family Success Centers in the county.

Overview

United Way of Greater Union County seeks a part-time (2 days a week or 16 hrs. per week) Special Events Intern to assist the Director of Marketing & Community Engagement in fundraising events and engagement initiatives. The intern will help with all facets of the event process including but not limited to: preparation of mailings, event registration and tracking, marketing and promotion, sponsorship solicitation, journal advertisements, fundraising reporting and post follow up.

The opportunity is available from March – December and will provide a learning experience.

Duties Include

- Assistance in writing and mailing
- Write press releases, backgrounders, prepare press kits
- Tracking progress of event registrations and sponsorships
- Make follow-up telephone calls and emails
- Serve as point of contact for registration
- Attend, assist with event set up and break-down

Seasonal Donation Drives, Stuff the Bus, Season of Caring

- Assist in the research school supplies donated by corporate partners
- Assist in the follow-up process of contacting donors
- Assist with community outreach for donations and coordination of supply drives for items for Stuff the Bus and Season of Caring
- Assist in the supply drives of Stuff the Bus and Season of Caring

General Resource Development Administrative Activities

- Assist with maintenance and organization of donor records
- Assist with production and mailing of gift acknowledgements
- Ensure donor archive is current
- Assist with record-keeping for Season of Caring and Stuff the Bus

Requirements

- Communication, Marketing, Development/Nonprofit, Public Relations majors are welcomed
- Attention to detail
- Good written and oral communication skills
- Proficient in MS Word and Excel
- Knowledge of mail merge processes a plus
- Up beat personality
- Other administrative duties as needed

This is a conducive environment for students to learn practical applications in the field of a national level nonprofit organization.

Compensation

This is a paid internship.