

# Internships Available at Capital Area United Way

## Community Investment Intern

**Hours: Flexible**

**Contact: Suzanne Eman-Jaehnig, Assistant Vice-President, Community Investment**

**(517) 203-5033**

**[s.eman@capitalareaunitedway.org](mailto:s.eman@capitalareaunitedway.org)**

### DUTIES AND FUNCTIONS

- Assist with marketing the Central Michigan 2-1-1 (3-digit 24/7 community resources help line) to Michigan State University students and staff as well as the general population of Ingham, Eaton and Clinton Counties.
- Assist with identifying and collecting appropriate resources for the database used to answer 2-1-1 calls in Ingham, Eaton and Clinton Counties.
- Work to keep the 2-1-1 database current by sending out yearly update surveys and following up with agencies.
- Assist with the Capital Area United Way grant process as needed. Duties may include recruiting and following up on potential volunteers, sending out correspondence to partner agencies and filing applications.
- Assist as needed with annual events such as Day of Caring, Poor at your Door conference, and the Coats for Kids campaign.
- Other duties as assigned.

### KNOWLEDGE, SKILLS, ABILITIES REQUIRED:

- Demonstrated critical thinking and analysis skills
- Communicate clearly and concisely, both orally and in writing
- Work effectively with people of diverse ethnic and socio/economic backgrounds
- Standard business application software programs (word processing, spreadsheet, database)

## Volunteer Income Tax Assistance (VITA) e-File Site Coordinator Internship

This unique internship is an opportunity with the Capital Area United Way in direct partnership with the Michigan State VITA program. There are two openings for this internship that begins in January and ends in April. Each intern will be expected to commit to approximately 10 hours per week for 10 weeks. A stipend will be given in April. Each intern is responsible for program coordination and various administrative duties associated with managing one VITA site. They will receive IRS training regarding electronic tax preparation, tax site opening, tax site management, and closing of the VITA site. The site will open their site at end of January/ beginning of February. The site coordinator will download all tax preparation information from the computers. They will also be responsible for closing out their tax site after April 15 and download final reports and send them to the IRS. Assistance will be provided to each intern by an experienced program coordinator. Please contact Amanda Masters at 517-203-5020 and send your resume to [a.masters@capitalareaunitedway.org](mailto:a.masters@capitalareaunitedway.org).

## **CAUW Volunteer Center**

CAUW Volunteer Center serves the community in many ways including linking volunteers with service opportunities, linking nonprofit agencies with volunteers, recognizing local volunteers, and holding annual service days such as Day of Action, Make a Difference Day, and Day of Caring, as well as providing volunteer management training opportunities to nonprofits who utilize volunteers.

The Volunteer Center is a great internship opportunity to learn about the various aspects of volunteer management and retention, recruitment, training, as well as planning community service days, mobilizing volunteers, and working with nonprofits and governmental agencies.

Visit [www.volunteermidmichigan.org](http://www.volunteermidmichigan.org) for information on volunteer opportunities. If you have any questions or would like to inquire about an internship, call Pat Hemingway at (517)203-5022.

## **Public Relations/Marketing Intern**

This is an unpaid internship and requires a time commitment of 10-15 hours per week, scheduled between 8:30 a.m. and 5:00 p.m. Monday through Friday. The Public Relations/Marketing Department of the Capital Area United Way is responsible for production of all materials, planning and implementation of all special events, advertising, marketing and media relations' activities as well as assisting in the campaign. The intern will assist in each of these activities as needed. A qualified intern will have a working knowledge of Microsoft Word and PowerPoint, Adobe PageMaker, InDesign, Dreamweaver and Photoshop, with an interest in communicating the goals and activities of a non-profit organization to the tri-county area. Excellent writing skills and a willingness to work on a variety of projects required. Students pursuing a degree in advertising, communications, public relations or journalism are encouraged to apply. The Capital Area United Way is committed to uniting people and resources to solve defined problems and improve the quality of life for individuals and families in our communities.

For more information on the Public Relations/Marketing Internship, email Theresa Stevens at [t.stevens@capitalareaunderway.org](mailto:t.stevens@capitalareaunderway.org) or 517-203-5024.