

TYSON SUMMER COMMUNITY INTERNSHIP PROGRAM JOB DESCRIPTION DEVELOPMENT GUIDELINES AND TEMPLATE

Position Title	ASPSF Development Intern
Organization	Arkansas Single Parent Scholarship Fund (ASPSF)
Department	River Valley Development
Address	5401 Rogers Avenue, Suite 204 Fort Smith, AR 72903
Supervisor Name	Abbie Cox
Supervisor Contact	acox@aspsf.org 479-462-1440 (m)

TERMS OF EMPLOYMENT

A. BACKGROUND CHECKS: This position requires the following background checks.

There is a volunteer application online at ASPSF.org for you to fill out.

B. ELIGIBILITY

- a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2020.
- b. Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way.

C. WORK SCHEDULE & CONDITIONS

- a. This is a full time (35 hours per week) position.
- b. This position is not eligible for sick, vacation, and holiday leave during employment.
- c. You must be willing to travel locally and will be able to complete many tasks remotely.

D. SALARY & BENEFITS

- a. SALARY. The individual shall receive a salary distributed during normal pay cycles for the duration of employment.
- b. PROFESSIONAL DEVELOPMENT. The United Way of Fort Smith Area will provide interns an in-person orientation and three professional development opportunities

E. EVALUATIONS

- a. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

RESPONSIBILITIES

A. POSITION PURPOSE

a. This position will provide an employee the opportunity to learn the non-profit business and community development best practices. It will serve as an entry level position to provide support and assist the Fort Smith development in a variety of speaking opportunities, social media campaigns and management, event planning and execution, data analysis and volunteer recruitment.

B. DUTIES

a. The employee will be required to gather and maintain database records relevant to volunteers, donors and community partners. This position will require some local travel, enabling the employee to gain insight and personal knowledge about the organization's mission and broad range of volunteer and community partners. The position will teach marketing planning and development for email and social media campaigns, two major fundraisers and newsletters.

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B. COMMUNITY IMPACT

The employee will gain a broad insight into non-profit business and community development. The employee will experience firsthand the importance of a non-profit organization working diligently and successfully to end the cycle of generational poverty. The importance of social service integration in the community to create a stronger work force and the far-reaching impact of families being given the tools to thrive. The employee will learn the difference between social sectors that provide crisis management and those that can provide life-long and multigenerational solutions and how those agencies can work together to find solutions. The employee will in turn leave with a broad understanding of community development and business development logic models and accepted best practices.

QUALIFICATIONS

- Energetic self-starter interested in non-profit and community development.
- Excellent communication skills, both written and verbal.
- Excellent computer skills and willingness to learn new platforms.
- Passion for the non-profit sector and community affairs.
- Ability to talk to donors and community partners on the phone and in person.

LEARNING OBJ

A. CAREER DEVELOPMENT

A. Working with the local development team and the state communication director, you will have the opportunity to help design campaigns that are relevant to the River Valley. You will learn about the importance of the social sector in our community and the benefits of working together with other agencies to affect long term change and sustainable growth. You will be part of a non-profit with 30 years of success breaking the cycle of generational poverty.

B. SKILL DEVELOPMENT

- A. This is an excellent opportunity to hone your existing soft skills while developing advanced data analysis.

C. PERSONAL GROWTH AND DEVELOPMENT

The personal growth potential from this opportunity is unparalleled. Working with a state agency operating on a local level with local public officials, business owners and volunteers in the non-profit arena will increase your community awareness and the many benefits of working together with different agencies.

SIGNATURE (this will be signed at the point of employment with the student)

Employee Name	Supervisor Name
Employee Signature	Supervisor Signature
Signature Date	Signature Date