



<b>Position Title</b>	<b>Communications Intern</b>
<b>Organization</b>	Restore Hope Arkansas
<b>Department</b>	Sebastian County 100 Families Initiative
<b>Address</b>	805 Garrison Ave, Fort Smith, AR 72901
<b>Supervisor Name</b>	Heather Edwards
<b>Supervisor Contact</b>	501-263-1603

## TERMS OF EMPLOYMENT

- A. BACKGROUND CHECKS:** This position does not require a background check.
- 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 2022.
  - 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. Flexible hours are available.
- D. SALARY & BENEFITS**
  - a. SALARY. The individual shall receive a \$4,200 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 two professional development opportunities. The 100 Families Initiative will provide an orientation, opportunities to attend events and meetings, as well as in-person and virtual trainings as applicable.
- 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. The 100 Families Initiative is a community collaboration following the collective impact model. The purpose of this position is to assist in the development and implementation of a communications strategy by creating deliverables such as newsletter templates, a shared calendar, and a list of community-wide volunteer opportunities.
- B. DUTIES**
  - a. This position will work closely with the Sebastian County Coordinator to provide an analysis of the Initiative’s communication needs and develop strategies to address those needs.



**C. COMMUNITY IMPACT**

- a. As a community collaboration, improved communication allows each partner organization, as well as the Initiative as a whole, to be more effective and efficient in implementing its mission. As a result, families in crisis can receive holistic support and setting them on a path toward long-term self-sufficiency.

**QUALIFICATIONS**

- A. Excellent communication and interpersonal skills.
- B. Knowledge of various communication platforms.
- C. Interest in the mission of the organization.
- D. Ability to work with extremely diverse populations, including families in crisis as well as community leaders.

**LEARNING OBJECTIVES**

**A. CAREER DEVELOPMENT**

- a. This experience will help the student apply the skills and knowledge they gain in the classroom to a professional environment, including a working knowledge and understanding of nonprofit management, marketing and communications, and community engagement.

**B. SKILL DEVELOPMENT**

- a. Skills the student will learn that will lead to success in the workplace include time management, project management, and effective collaboration.

**C. PERSONAL GROWTH AND DEVELOPMENT**

- a. This employment opportunity will improve the personal growth of the student through increased self-confidence, critical thinking, and empathy. The student will be challenged to face their preconceived notions about poverty and persons involved with the child welfare and criminal justice systems.

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

<b>Employee Name</b>	<b>Supervisor Name</b>
<b>Employee Signature</b>	<b>Supervisor Signature</b>
<b>Signature Date</b>	<b>Signature Date</b>