



Tyson Summer Internship Job Description for 2022

Position Title	Tyson-United Way of Fort Smith Marketing and Research Intern
Organization	Arc for the River Valley
Department	Marketing and Research
Address	7821 Texas Road Fort Smith, AR 72908
Supervisor Name	Francy Ford
Supervisor Contact	479-783-5529 Email arcrivervalley@gmail.com

TERMS OF EMPLOYMENT

A. BACKGROUND CHECKS: This position requires the following 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. Must be able and willing to comply with Arc policies and procedures including working compassionately with persons with intellectual and developmental disabilities.

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. Normal work schedule will be 10am-4pm Monday through Friday but will also include scheduled flexible hours to accommodate agency functions and board meetings. May include working remotely on occasion to complete marketing and other projects assigned. Physical tasks may include setting up and taking down tables and chairs and moving light furniture as needed. Other duties as assigned to maintain the Arc and its programs.

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 executive director will mentor the intern and be available for ongoing sessions, providing feedback and giving the intern opportunity to provide valuable input to the organization.



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E. EVALUATIONS

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. The employee will also receive regular feedback and opportunities to provide input to and receive feedback from his or her supervisor. Supervisor will meet with the intern regularly to mentor his or her career development during the Internship and will be available to mentor the Intern after the Internship has been completed.

RESPONSIBILITIES

A. POSITION PURPOSE

The purpose of this internship is to give the Intern real life experience of serving persons with disabilities and working in a nonprofit setting. This will include broad based learning about board governance, fundraising, marketing and grant writing.

B. DUTIES

Duties will vary, but will focus on marketing, research and public awareness about the Arc for the River Valley. Other duties may include making sure attendance records are filled out on a regular basis. The Intern may also be involved in program functions and may teach some classes on topics like art and/or science. Will also participate and help plan and market special events like our swim night at the Alma Aquatic Park and the Annual Arc Picnic. Will assist with grant writing which may include doing research on possible funding sources. Will participate in helping to make sure the Arc operates in a safe and clean manner, showing respect at all times to persons with intellectual and developmental disabilities. Other duties may be assigned as the need arises to fulfill the Arc's mission, but will focus on marketing and research goals.

C. COMMUNITY IMPACT

The impact on the community will be both short and long term. The Intern will get hands on experience about a variety of situations and challenges relating to nonprofit management. He or she may decide that serving the community leading a nonprofit (whether as a volunteer or professional staff) is a worthwhile goal. Working with persons with disabilities will lead to a deeper understanding of and respect for inclusiveness and diversity. The Arc will benefit from having a knowledgeable intern to assist in their marketing and research efforts.

QUALIFICATIONS



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College major and past experience are not as important as a willingness to learn and to respectfully work with persons with intellectual and disabilities. Intern should be willing and able to focus on marketing and research, while also being willing to perform a variety of tasks to achieve agency goals.

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

The Intern will learn basic nonprofit management, including the rewarding and challenging aspects of this line of work. Will learn about community resources and how to reach out to others to better serve our members. Will work as a team player with the small Arc staff and our volunteers, including board members. Arc director and board members will function as mentors during the Internship and following the completion of the scheduled Internship.

B. SKILL DEVELOPMENT

Intern will learn valuable time management and project management skills. Also communication skills, marketing/branding and grant writing.

C. PERSONAL GROWTH AND DEVELOPMENT

Intern will learn valuable critical thinking skills and how to set priorities to better serve others. Will gain increased confidence and best of all, a respect for persons with disabilities.

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