

UNITED WAY OF GREATER LAFAYETTE

PURDUE COMMUNITY RELATIONS INTERN

Reports to: Director of Resource Development
FT/PT: Part-time (10-15 hr/wk)

Position Overview: Purdue University and United Way of Greater Lafayette have a 30+ year partnership in working together to serve the Greater Lafayette community and Tippecanoe County. Purdue University's United Way office invites faculty, staff and students to LIVE UNITED® through several engaging opportunities including volunteering in the Greater Lafayette community, making financial commitments during the annual campaign and advocating for important causes that influence our community's success. This hands-on position will be responsible for assisting across program areas including event coordination, volunteer management, communication and administration.

Essential Job Functions

- Work collectively to gather information and program statistics for impact marketing
- Analyze consumer data and develop donor profiles
- Assist with development of e-mail messaging
- Create written content for print, website, and social media
- Manage content and interactions on various for social media platforms
- Assist with logistics for the distribution of volunteer materials, including t-shirts, posters, etc.
- Event coordination for Purdue United Way events on campus and virtually

Non-essential Job Functions

- Administrative functions related to position
- Assist with organizational projects as needed

Requirements

- Minimum of two years' experience in related field or educational equivalent
- Demonstrated ability to manage multiple projects and meet deadlines required
- Proven organizational, written, verbal and creative skills, with attention to detail and follow through
- Demonstrated ability to work on computer with Microsoft Office Products, desktop publishing
- Ability to work flexible hours between 10-15 hours per week
- Commitment to abide by the United Way of Greater code of ethics

Other Skills/Abilities

- Hard worker, ethical, detail oriented, organized team player
- Previous experience in event planning and communication is preferred
- Goal driven with demonstrated ability to work independently and achieve results

Minimum of 10 hours per week are required of interns. We are flexible and can work around your work/ class schedules. Intern may apply for school credit as arranged by their educational institution.

Note: Criminal background check may be required. This job description is not intended to be all-inclusive. Interns may perform other related duties to meet the ongoing needs of the organization.

