



Summer 2023 Intern Job Description

*Application can complete internship for SDSU credit

Job Title:

Community Impact Intern

Position Location:

908 Hope Drive, Brookings, SD 57006

Hours of Internship:

Flexible/Dependent on applicant's requirements for internship fulfillment.

Supervisor:

Heidi Gullickson, Executive Director |605-692-4979 | uw@brookingsunitedway.org |
Brookingsunitedway.org

Job Description:

The Brookings Area United Way is the leading nonprofit community organization. United Way advances the common good by creating opportunities for a better life for all. Our focus is on education, income, and health – the building blocks for a good quality life. Brookings Area United Way conducts a community wide fundraising campaign each year. These funds are allocated to 35+ nonprofit agencies to further our mission of fighting for the health, education, and financial stability of every resident in Brookings County.

Job Duties include but are not limited to:

- Coordinate & implement Downtown @ Sundown: Organize partnerships, attend, and run the Brookings Area United Way booth on Thursday nights start in July through August.
- Represent Brookings Area United Way at various summer fairs and events, including but not limited to: Downtown @ Sundown, Brookings Downtown Crazy Days, the Farmer's Market, which would include weekend hours. This would involve coordination with United Way funded partners, booth planning, and day-of-duties.
- Business Partnerships: Creating relationships with small businesses and local groups to coordinate fundraisers for United Way programming.
- Assist in maintaining the Born Learning Trail (early learning sidewalk drawings & activities). This will include time outside, working with volunteers, and engaging with the public. Create marketing materials for public to increase awareness.
- Assist with our social media accounts and work with different software including Canva, Microsoft Office, Instagram, & Facebook

If interested, please send a resume and cover letter by **February 11th** to uw@brookingsunitedway.org