

Job Title: Intern/Work-Study Assistant

Organization: United Way of Johnson & Washington Counties

Hours: 15-20 hours per week

Duration: September - May

Location: United Way of Johnson & Washington Counties, 1150 5th Street, Suite 290, Coralville

Position Overview: United Way of Johnson & Washington Counties (UWJWC) is seeking a detail-oriented and motivated intern or work-study student to join our team in a temporary, part-time position. The successful candidate will support the organization's annual campaign and provide general administrative assistance. This is a great opportunity to gain hands-on experience in nonprofit operations, data management, and fundraising campaign coordination.

Key Responsibilities:

- **Campaign Support:** Assist with processing campaign pledges and handling other campaign-related tasks.
- **Data Management:** Utilize databases to update, maintain, and manage records. Gather and compile information for various reports.
- **Administrative Support:** Provide general administrative support, including preparing materials, managing files, and maintaining records.

Qualifications:

- **Communication Skills:** Strong written and verbal communication abilities.
- **Organizational Skills:** Demonstrated ability to stay organized, manage time effectively, and handle multiple tasks with flexibility.
- **Attention to Detail:** Accuracy in data entry and information compilation.
- **Confidentiality:** Ability to maintain and handle confidential information with integrity.

Preferred Qualifications:

- Experience with database management or data entry.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Previous experience in a nonprofit setting or in campaign/event support is a plus.

How to Apply: Interested candidates should submit a resume and cover letter to jennifer.banta@unitedwayjwc.org

Note: This is a temporary, part-time position ideal for students seeking to gain experience in nonprofit work. The role is designed to offer flexibility around academic schedules.