



**United Way of Kankakee
and Iroquois Counties**

Position: Fall 2023 Events and Engagement Intern

United Way of Kankakee & Iroquois Counties fights for the health, education, and financial stability of every person in Kankakee & Iroquois Counties. We mobilize resources and foster connections to strengthen lives and build a caring community.

The Events and Engagement Intern will mainly assist with United Way's event planning processes, including our Women United quarterly Kindness Project and EmpowHER Hour, as well as outings for our Success By 6 Family Support bus. This individual will help execute an event-planning checklist, which includes the creation of graphics/social media promotion, as well as radio and newspaper communications. The Events and Engagement intern will have the chance to attend several community events with the United Way team.

Primary responsibilities will include assisting with:

- Assist with the planning and preparation for Fall 2023 United Way events.
- Marketing projects, including writing and graphic design.
- United Way committee and board meetings - as schedule allows.
- Other activities to further the reach of United Way in our community.

Student Requirements:

- Event planning experience is beneficial, but not required
- Strong communication skills
- Experience with Canva strongly preferred
- Keen attention to detail

United Way will foster a learning environment by providing hands-on experience in the nonprofit sector. The Events and Engagement Intern will report directly to United Way Development Manager, Melina Pizano.

How to Apply: Interested applicants may send a cover letter and resume to Melina Pizano at melina@myunitedway.org. Please call our office at 815-932-7476 with any questions.

Location: Portions of this internship will be completed on-site at United Way's local office: 200 E Court St, Kankakee, IL, but potential for a hybrid-style schedule may be available.

Time Frame: September 11 - November 17, 2023, 10 weeks total. The timeframe for hours spent at the office each week is flexible based on mutual availability. Interns will be asked to maintain a log of their own work hours.

Questions? Email our team at info@myunitedway.org

Disclaimer: *This internship is designed to give the student experience working within the nonprofit sector. This is an unpaid position, and there can be no guarantee of employment after the intern's time with United Way is completed. United Way of Kankakee and Iroquois Counties is an equal opportunity employer and all qualified internship applicants will receive consideration without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*