



**United Way of Kankakee  
and Iroquois Counties**

## Fall 2023 Finance & Data Management 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 Finance & Data Management Intern** will assist with financial analysis and data management tasks. This individual will work with the United Way director in reviewing past financial statements to assist in building a financial forecasting framework. They will also assist with Salesforce data projects and will assist with other small tasks relating to the preparation of our monthly financial statements. 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:**

- Financial projections – evaluating trends & variances
- Data management projects
- Collecting, evaluating and interpreting financial data in statistical and narrative form
- United Way finance committee and board meetings - as schedule allows.
- Other activities to further the reach of United Way in our community.

### **Student Requirements:**

- One year of coursework already completed in a business, finance, or accounting course of studies is preferable
- Good written and oral communication skills are necessary
- Must be capable of maintaining records and documentation
- Experience related to financial management and entering/verifying data, particularly with Salesforce, is beneficial but not required

United Way will foster a learning environment by providing hands-on experience in the nonprofit sector. The Finance & Data Management Intern will work alongside and report directly to the United Way Director.

**How to Apply:** Interested applicants may send a cover letter and resume to Mariah Vail at [mariah@myunitedway.org](mailto:mariah@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](mailto: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.*