

Information Needed to Recruit Interns

Organization: United Way of Northern Utah

Address: 2955 Harrison Blvd, Suite 201, Ogden, UT 84401

Contact Person Info (name, email and/or phone) and How to Apply:

Name: Amandi Heperi

Email aheperi@uwnu.org

Phone: 801-399-5584

How to apply:

Internship Responsibilities/Duties:

Under the direction of the Marketing Manager, the Intern will help United Way of Northern Utah tell their story and promote their brand identity through writing, photography, and video. The intern will assist in the development and production of print and online marketing materials, promotional items for events, social media campaigns, and other forms of branded content.

- Conduct interviews and write success stories about individuals served through UWNu programs
- Assist with the production of UWNu blog posts
- Help build UWNu's library of photos and videos showcasing local work
- Provide support and resources for UWNu events, including Day of Caring service projects and seasonal donation drives
- Assist with the development and implementation of a strategic communications calendar
- Assist with the development and production of UWNu marketing materials (print and online) as needed
- Assist with ongoing maintenance and content creation for the UWNu website

Skills / Knowledge Needed for Internship:

- Strong written and oral communication skills
- Story creation and editing skills
- Familiarity with social media platform use and strategy
- Basic photography skills
- Basic photo editing skills
- Graphic design experience and/or coursework
- Marketing experience and/or coursework
- Website design experience and/or coursework
- Familiarity with nonprofits in Northern Utah
- Current student in a Bachelor's degree program

Projects To Be Completed (Internship Portfolio possibilities):

- Stories of Impact
- Brand and Messaging Guide and Toolkit
- Campaign Microsites (ex: ProBono Consulting; Giving Tuesday; AmeriCorp Recruitment...)

Location(s) for Internship Work (e.g., some work done at home?): Currently support hybrid

work.

Days/Times Intern Needed–How Flexible: Monday-Friday 9am-5pm. Average 10–20 hours per

week, or as needed based on internship requirements. Flexible Hours

Pay Rate/Stipend: To be determined based on hours worked per week and work effort. Stipend given upon successful completion of hours on average is \$500+

Paid

Unpaid

Other Compensation