



## Job Description

### **Community Outreach Intern**

**Time Requirement:** Up to 20 hours per week during the academic year or 30 to 35 hours per week during the summer. The internship is typically for a period of one semester or one summer session. When appropriate, the internship may continue for an additional period.

**Organization Overview:** The Wabash Valley Community Foundation's mission is to: "Engage People, Build Resources and Strengthen Community." Though the Community Foundation serves Clay, Sullivan and Vigo counties, its office is located in Terre Haute, Indiana.

Incorporated in 1991, the Community Foundation is designed for one primary purpose: to receive charitable contributions and invest and manage them as a permanent endowment according to the charitable intentions of our donors. Typically, the charitable gifts come from individuals, families, organizations, corporations, and other foundations. The income earned on the endowed fund is distributed each year for the purpose defined by the fund creator. It is through these earnings that the Community Foundation provides more than one million dollars annually in grant and scholarship funds benefiting the residents of its three county service area.

**Internship Program Overview:** The Wabash Valley Community Foundation Inc. offers up to three different paid internship opportunities for students enrolled at any Indiana higher educational institution. These internships are designed to provide the intern meaningful projects and opportunities to help the intern develop work related skills and assist the Community Foundation on various projects directly related to its mission. The hours are between 8 am and 5 pm, but may extend into the evening depending upon meetings or special events. The Community Foundation is flexible to accommodate the intern's academic schedule. The maximum number of hours would be up to 20 hours per week during the spring and fall semester and up to 35 hours per week during the summer.

### **Community Outreach Intern Responsibilities**

The Community Outreach Intern will work closely with the Affiliate Relations Coordinator to maintain and grow the Community Foundation's current and future giving circles. In addition, the Community Outreach Intern will be responsible for researching, developing and implementing a program to encourage students in Sullivan County to enroll in the 21<sup>st</sup> Century Scholars program.

### **Desired Qualifications**

The ideal candidate will be a highly organized individual with the ability to work independently. Must have a flexible work schedule to accommodate giving circle meeting dates. Candidate will possess excellent communication skills, interpersonal skills and the ability to think strategically

and to synthesize large amounts of data. Preference to social work, (other fields?) and/or related experience.

**Reports to the Affiliate Relations Coordinator.** Works with giving circle members, giving circle steering committees and the Sullivan County Community Foundation

**Hiring Process:** Resumes will be accepted until the position has been filled. Upon reviewing the resumes, interviews will be conducted with promising candidates. Candidates chosen for interviews will have the opportunity to meet the Community Foundation staff. While the Community Foundation does its best to place students in the internships of their choice, job descriptions and placement are subject to change, or to be combined, based upon the ability to place interns in the areas of greatest need.

**To Apply:** Please submit resume, employment application, found at [www.wvcf.com](http://www.wvcf.com), and cover letter via email to [beth@wvcf.com](mailto:beth@wvcf.com). Selected candidates will be contacted to schedule interviews.

**Contact:**

Beth Tevlin, Executive Director  
812-232-2234 or 877-232-2230  
[beth@wvcf.com](mailto:beth@wvcf.com)