Position Title | Communication Intern
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Organization | Next Step Room a/k/a Next Step Homeless Services
Department | Main office
Address | 123 N 6th Suite 200, Fort Smith, AR 72901
Supervisor Name | Sharon Chapman
Supervisor Contact | 479-242-5100/sharon@thenextstepfs.org

TERMS OF EMPLOYMENT

A. BACKGROUND CHECKS: This position requires the following background checks.
   a. We will not be requiring a background check for this position.

B. ELIGIBILITY
   a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2020.
   b. Submit written enrollment verification from their college or university confirming the student’s enrollment status to United Way.
   c. Applicant needs to have taken classes in communications, marketing or website design or some equivalent experience.

C. WORK SCHEDULE & CONDITIONS
   a. This is a temporary, full time (35 hours per week) position.
   b. This position is not eligible for sick, vacation, and holiday leave during employment.
   c. Intern must have the physical capability of climbing stairs due to our main office being upstairs

D. SALARY & BENEFITS
   a. **SALARY.** The individual shall receive a $3,200 salary distributed during normal pay cycles for the duration of employment.

   **PROFESSIONAL DEVELOPMENT.** The United Way of Fort Smith Area will provide interns an in-person orientation and three professional development opportunities. Our agency will seek development opportunities through our local university, chamber of commerce trainings and our online professional organizations.

   b. **BENEFITS.** Intern has breakfast and lunch available to them Monday through Friday in our day shelter

E. EVALUATIONS
   a. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

RESPONSIBILITIES

A. POSITION PURPOSE
   The student will assist our agency to improve all areas of communication we have with donors, potential donors, city leaders and other community organizations. He or she will complete a newsletter, social media posts, flyers and other tools to further our mission. The outcome of these tasks may be quantified by many measures such as the number of supporters we are able to reach with regularity through means other than snail mail. This can include donations, likes on a website, requests for further information by a potential donor.
B. DUTIES
   a. Will have the opportunity to learn about the clients we serve, the challenges they face and the services that we provide in our agency which will include some time touring in our facilities and assisting our staff in our emergency day shelter
   b. Will assist with updating our website
   c. Will help us take a fresh look at our social media posts and assist the agency in presenting our story more successfully
   d. Will update the presentation flyers that we use at events
   e. Will help our agency develop a better system of communicating with our donors through the development of an agency newsletter and emails
   f. Will have the opportunity as time allows to attend meetings with the executive director related to community services and working with other agencies

C. COMMUNITY IMPACT
   a. *This project can help us reach out with information to the community. We have a very generous community who are willing to help if the need can be shown and successes can be communicated. This project will help us do both of those things more fluidly and deliberately. When we are seeing a need related to nutrition in our homeless population, we usually need only ask and we will have in-kind donations of food coming in. The homeless that we serve impact our community. By serving their needs with our community onboard, we will be able to serve those in need with the targeted donations that can make the biggest difference.*

QUALIFICATIONS
   A. The applicant must be able to treat the homeless we serve with dignity and respect. The candidate should be pursuing a major that is related to communications, marketing or similar degree or have equivalent experience.

LEARNING OBJECTIVES
   A. CAREER DEVELOPMENT
      a. *The applicant will learn how valuable communication skills such as website design and creating presentation materials can be to a nonprofit. They will be able to meet with our board of directors and attend community meetings with the director. All of the work they will be doing will demonstrate how important community engagement is the life of a non-profit.*
   B. SKILL DEVELOPMENT
      a. *The applicant will learn time management skills, an ability to be flexible, project management and learning to work well with others.*
   C. PERSONAL GROWTH AND DEVELOPMENT
      a. *Applicant will have the opportunity to grow personally by engaging with the homeless clients that we serve. It can be a humbling and never boring experience. Upon leaving the internship, I would hope that the intern would be more confident, less judgmental and ready to work on social justice issues to impact the less fortunate in their community.*
SIGNATURE (this will be signed at the point of employment with the student)

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