|  |  |
| --- | --- |
| Position Title  | Programming & Research Intern |
| Organization | Literacy Council of Western Arkansas |
| Department | Programs, Events, and Historical Research |
| Address | 300 S 11th St, Fort Smith, AR 72901 |
| Supervisor Name  | Sara Putman |
| Supervisor Contact  | 479-783-2665/sara.putman@lcowa.com |

**TERMS OF EMPLOYMENT**

1. **BACKGROUND CHECKS:** This position does not require a background check.
2. **ELIGIBILITY**
	1. 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 2021.
	2. Submit written enrollment verification from their college or university confirming the student’s enrollment status to United Way.
3. **WORK SCHEDULE & CONDITIONS**
	1. This is a full time (35 hours per week) position and times are flexible.
	2. This position is not eligible for sick, vacation, and holiday leave during employment.
	3. Work in an office environment.
4. **SALARY & BENEFITS**
	1. SALARY. The individual shall receive a $3,200 salary distributed during normal pay cycles for the duration of employment.
	2. PROFESSIONAL DEVELOPMENT. The United Way of Fort Smith Area will provide interns an in-person orientation and three professional development opportunities.
	3. PROFESSIONAL DEVELOPMENT. The intern will have the opportunity to learn about programming and development, as well as the operations of the organization. The intern will be able to attend professional development opportunities provided to the staff of the Literacy Council, including meetings, trainings, and webinars. In addition, the Literacy Council will build a curriculum of online training modules relevant to the intern's focus area. The intern will be able to access a variety of modules through the Literacy Council's pool of resources including our membership to ProLiteracy. ProLiteracy is a national organization providing high-quality resources to support adult education and literacy programs. The range of professional development opportunities provided will not be limited to topics specifically related to adult basic education.
5. **EVALUATIONS**
	1. 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**

1. **POSITION PURPOSE**
	1. The intern will work closely with the Program Director to organize the Literacy Council's programming related content and present it in an easily accessible format. This includes both a physical programming binder as well as a digital version. The intern will also work with the Program Director to research and implement additional programming pieces that directly benefit the Literacy Council's service population.
2. **DUTIES**
	1. Assist the Program Director with planning, coordination and execution of LCWA programs and initiatives.
	2. Attend and assist with required meetings, including the Literacy Council’s Annual Meeting.
	3. Assist with organization of volunteer resource area.
3. **COMMUNITY IMPACT**
	1. The programs implemented through the Literacy Council of Western Arkansas provide a direct service to under-served populations. These programs work with a variety of adult learners to acquire basic skills necessary to thrive in the workplace, home, and community. This leads to happier, healthier communities, and helps to break the cycle of generational poverty.

**QUALIFICATIONS**

1. Proficiency with Microsoft Office: Microsoft Word, PowerPoint & Excel
2. Flexible and proactively takes on assignments and responsibilities
3. Must be a self-starter and effective communicator
4. Must have the ability to work independently and with a team
5. Must be organized and detail oriented
6. Enthusiasm for the mission of LCWA
7. Event planning/coordination experience or strong desire to learn
8. Quality verbal communication (small and large group settings) and written communication (email, letters)
9. Ability to set and meet deadlines, prioritize and manage several projects at one time

**LEARNING OBJECTIVES**

1. **CAREER DEVELOPMENT**
	1. The student will apply the skills and knowledge they gained in the classroom to a professional environment by gaining a working knowledge and understanding of nonprofit program management, event planning, resource development, and community engagement.
2. **SKILL DEVELOPMENT**
	1. Program Development and Implementation
	2. Internal and External Communications
	3. Time Management
	4. Public Speaking
3. **PERSONAL GROWTH AND DEVELOPMENT**
	1. An increase in self-efficacy by developing a means to accomplish varied and multi-part projects.
	2. The opportunity to develop his or her emotional intelligence and empathy through interaction with an extremely diverse population.

**SIGNATURE (this will be signed at the point of employment with the student)**

|  |  |
| --- | --- |
|  |  |
| **Employee Name** | **Supervisor Name** |
|  |  |
| **Employee Signature** | **Supervisor Signature** |
|  |  |
| **Signature Date** | **Signature Date** |