

**LIVE UNITED**



United Way of the  
Eastern Upper Peninsula

## Promotion & Special Events Coordinator

Communications  
Design and Media, General Education or Business  
120 HOURS? / JANUARY 1<sup>st</sup> – MAY 1<sup>st</sup> ?

**Our mission is to advance the common good by mobilizing the caring power of communities.**

### **Description**

The United Way Community Engagement Center approaches our important work by ensuring that volunteers have a great experience as they serve. Our multi-faceted approach is simple and sensible:

- Promote volunteering and community engagement: We will honor those effectively serving in the community as well as organize regular opportunities for all volunteers to work alongside each other in the spirit of service.
- Recruit and connect LSSU students and others to engagement opportunities: We will help individuals find the best fit for their interest and commitment to serve.
- Build the capacity for effective local volunteering: We will help local organizations to strengthen how they manage the volunteers that help them deliver their much needed services.
- Participate in strategic initiatives that mobilize volunteers in Health, Education, and Financial Stability: We will lead or join in sensible and vital efforts that mobilize volunteers to meet local needs.

**This internship is responsible to PROMOTE VOLUNTEERING in Sault Ste. Marie.**

### **Primary Duties**

- Gather and write success stories. Create and/or compile content to be released in social media outlets, newsletters, and on organizational website; highlighting engagement projects and impact made through service
- Seek out and schedule community presentations that highlight engagement opportunities.
- Connect to groups at LSSU and present engagement opportunities.
- Interview and photograph community volunteers that participate in United Way sponsored service activities
- Assist in planning and coordinating Special Events: Volunteer Awards Luncheon, Golf Tournament, Dolly Parton Imagination Library Events,

### **Required Skill Set**

- Excellent creative writing and communication skills
- Strong phone and articulation skills
- Experience with and strong understanding of social media applications
- Proficient with PowerPoint
- Strong and proven public speaking ability
- Strong understanding of volunteerism
- Must be able to commit to no less than 120 hours between January 1, 2016 and May 1, 2016.

**To Apply Send resume and cover letter to:**

**Executive Director, Suzanne Prell at [suzanne@unitedwayeup.org](mailto:suzanne@unitedwayeup.org)**

**PO Box 451**

**511 Ashmun Street, Suite 200**

**Sault Ste. Marie, MI 49783**

**Questions: 906-632-3700. Ext. 2**