



POSITION DESCRIPTION

JOB TITLE: Program Support Associate
DEPARTMENT: Executive
LOCATION: United Way of Greater Greensboro
REPORTS TO (Title): Executive Assistant and Project Manager
FLSA STATUS: Non Exempt Temporary

POSITION SUMMARY:

This summer position will support the operations of United Way of Greater Greensboro. The role is designed for the employee to rotate through several departments and learn about a non-profit focused on community impact.

RESPONSIBILITIES:

Customer Service

- Act as front desk support to assist callers and visitors with various requests
- Become knowledgeable about 2-1-1 referral system to support callers and visitors

Program Support and Assistance

- Prepare documents for storage and recycling
- Assist with documentation and meetings for non-profit agency grant process
- Assist with data entry and material prep for early literacy program sites
- Data entry to support fundraising process
- Support 2019 Caring Club Card contracts and solicitations
- Support planning process for 2018 UWGG kick-off event
- Support implementation of 2018 Meaningful Meals Summer program

Research and Archiving Project Support

- Research and prepare summary of UW/Nonprofit industry findings, recommendations, best practices
- Archive documents for organization's program history/timeline

Social Media

- Post summer experience on UWGG social media pages
- Support social media post of UW messages

Other

- As defined based on business needs

QUALIFICATIONS:

- High School Junior or Senior or College Student (16 to 24 years old)
- Positive attitude and willingness to work with others
- Strong verbal and written communication skills
- Ability to type and use a computer
- Knowledge of social media and willingness to learn social media use for business

POSITION DETAILS

- Up to eight-week summer employment opportunity. Work schedule is between Monday - Thursday, 9:00 am – 4:30 pm. Hours will average 24 hours a week and pay is \$8/hour.
- Business casual attire (casual pants such as denim or khakis, capris, blouses, appropriate length skirts and dresses, polo shirts, etc.)