

United Way Regina

Campaign Internship Program

Intern Job Description



United Way
Regina

Program Duration: September 5 – December 15, 2017

Program Overview

United Way Regina's Campaign Internship Program is a powerful professional development program that combines skill development and leadership training with community involvement.

Campaign Interns, who are provided to United Way Regina by local workplaces for a 16-week period, play an integral role in ensuring United Way Regina's Workplace Fundraising Campaigns result in the greatest impact for our city. The Workplace Campaign is United Way Regina's primary source of revenue, making it a critical component in our ability to achieve our goal of addressing the root causes of the complex issues that we face as a community

Key Responsibilities

As a United Way Campaign Intern, you will work with a team to provide support to 300+ United Way Regina workplace campaigns on a full-time basis. Campaign Interns assist with the planning, implementation, monitoring and evaluation of Workplace Campaigns.

You will work under the management of the Associate Director of Workplace Campaign to:

- Act as an account manager for United Way Regina's workplace campaigns;
- Develop relationships with, and provide excellent customer service to workplace volunteers;
- Monitor account activities and identify challenges and solutions with guidance from United Way staff
- Coordinate and have the opportunity to participate in presentations;
- Attend campaign meetings and events as required
- Collect, tabulate and reconcile funds raised.

Ideal Candidate

- Goal-oriented and seeking new challenges
- A problem-solver who thrives in a team environment
- A potential leader who is passionate about the community
- Confident, adaptable and flexible with a 'can do' attitude
- Strong organizational and analytical skills
- Post-secondary education or equivalent work experience

Why Apply To Become A Campaign Intern?

As a campaign intern, you will gain valuable professional development experience while making a positive impact in your community. Interns gain training and experience in fundraising, strategic planning and analysis, customer service, public speaking, communications and improved leadership and team-building skills.



“Being at United Way Regina for the Internship program was one of the best experiences of my life and I enjoyed every minute of it!

The staff at United Way are so passionate about what they do, that it makes you want to jump in with both feet. I was able to get out of my “bubble” and really see what United Way does and how much of a positive impact they are making in our community. I am so proud to say that I was able to contribute to their mission.

I would highly recommend the Internship Program. It really is a great learning experience and gives you the opportunity to learn new skills and refine the ones you already have.”

-Sabrina Tombley, Conexus Credit Union

Additional Information

Campaign Interns should be aware of the time commitment and expectations:

- Mandatory training will take place starting September 5th, 2017
- For the duration of the program, Campaign Interns work out of United Way Regina’s office located at 1440 Scarth Street.
- Interns are engaged in the work of United Way full-time and are not available to perform regular workplace duties.
- For the duration of the program, Interns are paid their regular wage by their employer.
- This role requires the use of a car.

How to Apply

The Campaign Intern application process can vary depending on your workplace. If you are interested in applying to become a Campaign Intern, please contact your manager.

Thank you!