



Federal Work-Study Community Service

United Way of West Tennessee

Name of Position: Community Service – Resource Apprentice

Number of positions available for this posting: 2

Pay Grade and Classification: Grade III - \$15.00/hour

Hours per week: 15

Terms of Employment: Fall, Spring, Summer

Name and Address of Employer:

United Way of West Tennessee
470 N. Parkway
Jackson, TN 38305

Supervisor:

Matt Marshall
731-422-2567
mmarshall@unitedway.tn.org

Location of Job Placement:

United Way of West Tennessee
470 N. Parkway
Jackson, TN 38305

Purpose and Role of the Position: United Way advocates for equity through uniting agencies in ways that improve each person's access to health, education, and financial stability. We seek a motivated, detail-oriented, self-starter with an interest in non-profit support who can fill an integral role in our office.

Duties and Responsibilities:

- Conduct research on current/potential donors by reviewing local and national news and business publications.
- Co-develop, with Resource Director, a plan for business outreach and recruitment.
- Provide support for volunteer training sessions and campaign events as needed.

- Contact business partners about sponsorship opportunities; perform follow-up activities as needed.
- Assist in the production of material assembly, large-scale mailing projects, and data entry.
- Safeguard the confidentiality of donor information at all times.
- Perform other tasks as assigned.

Qualifications:

- Extensive computer skills, including proficiency with Microsoft Office software, searching on-line databases and the Internet.
- Detail-oriented and organized with strong written and verbal communication skills.
- A commitment to professional ethics and ability to handle sensitive and confidential information.
- Demonstrated ability to work individually and in a team environment, and meet goals in a timely manner.
- Experience in sales, marketing, or a fundraising environment is helpful.