POSITION TITLE: Common Good Vermont Fall & Winter Intern
EMPLOYMENT TYPE: Internship
SCHEDULE: Remote 8-12 hours per week: Monday to Friday with virtual (or in-person) check-ins. Flexible schedule available during regular business hours. School holidays and vacations will be respected.
COMPENSATION OPTIONS:
1. Paid Internship: $1,000 ($250/month) Stipend
2. Credit-based Internship in partnership with a college or university

PURPOSE OF POSITION
Common Good Vermont, a statewide program of United Way of Northwest Vermont, is the go-to resource for nonprofit leaders to share resources, gain skills, and build partnerships. We seek a Fall 2022 Intern for the upcoming semester to join us in supporting Vermont’s nonprofit sector. This is a unique opportunity to learn more about the nonprofit community in Vermont, develop new skills and hone existing ones, and to experience working in a small to mid-sized nonprofit organization.

INTERNSHIP OPPORTUNITIES
The following internship responsibilities may be designed to fit the educational and professional goals of students:

Communications & Outreach:
- Drafting & distribution of communications about CGVT events and resources: Including but not limited to blog posts, calendar listings, and training materials.
- Assist CGVT with the planning of communications and outreach activities.
- Communicating with nonprofits about CGVT programs and services.
- Opportunity to contribute 'long-form' articles (or videos) for the e-news on topics of interest to the sector.

Online Certificate Programs:
- Assist CGVT with the launch and promotion of online certificate learning programs.
- Events support for the Nonprofit Management Certificate Program.
- Provide live technical support in live Zoom meetings and webinars.

Nonprofit Data & Reports:
- Support CGVT in developing the 2022 Nonprofit Wages & Benefits Report
- Assist staff with the development of Report outreach and sales strategies
- Research-related topics of importance for use in outreach, opinion pieces, talking points, etc.
PREFERRED QUALIFICATIONS

- Pursuing a bachelor’s or master’s degree
- Excitement for Vermont’s nonprofits and mission-driven work
- Proficiency with Microsoft Office, Excel, Google Drive
- Active knowledge of Zoom and other virtual learning tools

INTERESTED CANDIDATES

Visit unitedwaynwt.org for more information. Applications are accepted until the position is filled. To apply, please send a cover letter and resume to hiring@unitedwynwvt.org. In your cover letter, please address your interest in Vermont’s nonprofit sector.