



**GIVE. ADVOCATE. VOLUNTEER.**

**United Way  
of Pennsylvania**

### **Winter/Spring 2021 Internship Opportunity**

United Way of Pennsylvania, a nonprofit statewide organization representing United Ways across the Commonwealth, is looking for an intern to assist the public policy team with research and data compilation, document design and preparation, advocacy and outreach efforts, and data and policy dissemination to stakeholders, decisionmakers and partners.

#### Responsibilities:

1. Review and update UWP policy fact sheets for EPLA, ALICE and related program usage.
2. Update district fact sheets with ALICE refresh data for use by Public Policy team, ACOP, and affiliated organizations.
3. Analyze and summarize Commonwealth and federal legislation, in a timely and efficient manner, for use in weekly digest, compilation of policy briefs, and to support advocacy efforts.
4. Research public policies and programs, and prepare policy briefs to support ALICE, ELPA, and other UWP policy work.
5. Assist with preparation of meeting, webinar, and training materials as needed.
6. Other duties as assigned by Public Policy Director.

#### Qualifications:

Students applying for this internship may be either be pursuing their Graduate or Undergraduate degree with a concentration in Political Science, Statistics, Business Management, Computer Science, Public Administration, or a closely related field. The successful candidate will possess the following qualifications:

1. Must be proficient with Excel, including the development of charts and the building of templates that can be replicated month to month;
2. Basic design skills – must be able to present data in an attractive manner;
3. Strong communication skills, including strong writing skills; and
4. Proficient in Microsoft Office and Cloud-Based systems;

#### Internship Timeframe:

The candidate selected will be expected to work during the Spring 2021 Semester, with a minimum of 15 hours per week. There is a potential for the internship to continue into the Summer 2021 Semester. Interns may use this opportunity for school credit, but that is not required.

#### Pay Range:

Interns will be provided compensation of \$10.50/hour.

20 Erford Rd., Suite 215 Lemoyne, PA 17043 • 717.238.7365 tel • 717.238.7414 fax • [www.uwp.org](http://www.uwp.org)

# **LIVE UNITED<sup>®</sup>**

Location:

Due to the COVID-19 Pandemic, the location of the internship will depend on state and federal guidelines and UWP operating procedures. Interns may have the ability to work on-site or remotely, with occasional travel for a special meeting and/or training. If the candidate selected must travel, travel expenses will be reimbursed. Those candidates working remotely will be required to have a personal computer and access to high-speed internet.

To Apply:

Please send a cover letter, resume, references and writing sample to [pfalvo@uwp.org](mailto:pfalvo@uwp.org). Deadline for application is January 30, 2021.

20 Erford Rd., Suite 215 Lemoyne, PA 17043 • 717.238.7365 tel • 717.238.7414 fax • [www.uwp.org](http://www.uwp.org)

**LIVE UNITED<sup>®</sup>**