

# Special Event & Development Intern: Stuff the Bus (Temporary Employee)

**Dates:** June 15 – August 14, 2026 (*start and end dates can be flexible if needed*)

**Time Commitment:** 10–20 hours per week, primarily weekday daytime hours, increased hours during distribution.

**Must be available M-F, July 27, 2026 – August 7, 2026 for supply distribution**

**Compensation:** \$18 per hour

**Reports to:** Individual Giving Manager, with support from Executive Director

**Eligibility:** Open to college and technical school students, as well as individuals age 18+ interested in gaining hands-on experience in event coordination, fundraising, and community engagement

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At the United Way of Washington County-East, we are a group of dedicated relationship builders who inspire others to share their time, talents, and treasures to achieve community-level change. If you value community and enjoy fundraising, join our dedicated, fun team in downtown Stillwater, where you'll gain real-world experience as an intern in nonprofit event planning and fundraising.

***Our Mission:*** *Through trusted relationships, generate resources and effectively distribute funds to unite and strengthen our community.*

***Our Vision:*** *Create new ways to develop an empathetic and engaged community and generate abundant resources to meet or exceed our local community needs.*

***Our Diversity, Equity and Inclusion Statement:*** *We are dedicated to fostering diversity, equity and inclusion in all we do. We strive for a vibrant and equitable community.*

## What You'll Get to Do

*This isn't a sit-and-watch internship. You'll be right in the middle of making Stuff the Bus happen.*

- Assist in planning event logistics, timelines, and schedules for the Stuff the Bus campaign
- Support the Individual Giving Manager and Stuff the Bus Committee in sourcing and soliciting school supply donations
- Help coordinate the distribution and tracking of Collection Bins across the community
- Support volunteer supply-sorting shifts during the campaign
- Help facilitate volunteer backpack-stuffing shifts with guidance from staff
- Assist with email and phone communications to Collection Bin Site contacts

- Collaborate with the team to ensure event logistics and communications are welcoming, inclusive, and aligned with United Way's values
- Maintain and regularly update the Collection Bin tracking spreadsheet
- Assist the Individual Giving Manager in organizing and maintaining records of families registered for Stuff the Bus

### **What You'll Bring**

*You don't need to know everything. We're looking for someone who's organized, positive, and ready to jump in.*

- Strong organizational skills and attention to detail
- Excellent written and oral communication
- Ability to work independently and as part of a team
- Proficiency with Microsoft Office
- Critical-thinking and creativity
- Willingness to accept a variety of tasks
- Ability to work in-office for administrative tasks and event planning meetings as well as travel locally to businesses for school supplies and Collection Bins.
- Must be available Monday – Friday, July 27<sup>th</sup> – August 7<sup>th</sup>.

### **What You'll Walk Away With**

*Real experience, real connections, and a tangible impact on local students.*

- Networking and relationship building
- Civic engagement and community impact
- Event planning and project management
- Hands-on experience in nonprofit operations
- Experience with volunteer software (SignUp Genius) and donor CRM (Bloomerang)
- Professional communication and etiquette

### **We take the broadest possible view of diversity.**

**We value** the visible and invisible qualities that make you who you are.

**We welcome** that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.

**We believe** that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

**We strive** to include diversity, equity, and inclusion practices at the center of our daily work.

**We commit** to using these practices for our business and our communities.

Join us this summer!

To apply, please submit your resume via email to [info@uwwce.org](mailto:info@uwwce.org) with the subject line, Stuff the Bus internship. Resumes will be reviewed as received.