

Mid-Iowa Community Action, Inc.
1001 S. 18th Ave.
Marshalltown, IA 50158

POSITION DESCRIPTION:
Community Development Intern

CREATED:
February 2011

FLSA STATUS: Volunteer

RELATIONSHIPS:

Team Led By: Community Liaison
Team Leads: None

POSITION SUMMARY:

Gain insight to the into non-profit management and policy implication through assisting with the Start Sooner, Stay Longer, Keep Learning Project, an intensive based pilot to reach an entire elementary school neighborhood and increase literacy development among children 0-5. The Community Development intern will assist with the implementation of advocacy oriented projects within a five county region.

POSITION REQUIREMENTS:

General Knowledge, Skills, and Personal Characteristics:

- General philosophical agreement with agency's mission.
- Knowledge of the dynamics and issues associated with poverty
- Strong oral and written communication skills.
- Knowledge of outcome based planning and accountability systems and practices
- Problem solving orientation and the strong capacity to successfully engage others in problem solving
- Ability to acquire knowledge of specialized procedures and subject matter encountered in specific assignments
- Ability to manage multiple priorities
- Ability to operate computers; spreadsheets; word processing and email programs
- Willingness to work the hours required to meet deadlines and fulfill strategic requirements.
- Develops nurturing and supportive work environments
- Demonstrated abilities to work with diverse constituencies.
- Flexible and adaptable to change
- Ability to represent and advocate for the persons served by MICA

Duties:

Start Sooner, Stay Longer, Keep Learning Project

- Assist with neighborhood based door to door effort to identify families with young children in the area.
- Provide outreach to neighborhood families affected by the conditions of poverty.

Non-profit Management

- Opportunity to job shadow members of MICA's leadership team to gain an understanding of the processes involved in non profit management. Areas include: Human Resources, Staff Development, Resource Development, and Fiscal.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical:

- The person in this position frequently communicates with community members, staff and volunteers, both one-on-one and in larger groups, regarding agency programs. Must be able to exchange accurate information in these situations.
- Frequently operates a computer and other office productivity machinery, such as a copy machine and a computer printer.

AN EQUAL OPORTUNITY EMPLOYER