



United Way Fellows

YOU BELONG HERE.

Are you ready to apply your talents to a premier nonprofit that is celebrating 100 years of service to its community? United Way continues to develop leaders and is committed to improving the health, safety, education and economic well-being of central Oklahoma, Canadian and Logan Counties. Do you want to be challenged at work, learn, engage with your community, have fun, be inspired, and make a significant impact? United Way of Central Oklahoma is looking for temporary United Way Fellows to assist for 12 weeks, from August 26- November 15, 2024 in the achievement of United Way of Central OK's overall fundraising goal. The United Way Fellows serve as the primary liaison between United Way of Central OK and its fundraising partners. The United Way Fellows work closely with United Way of Central Oklahoma professional staff and campaign volunteers. The United Way Fellows relays important information between staff and volunteers concerning fundraising efforts.

At United Way of Central Oklahoma, [we value diversity, as well as the dignity and worth of every person.](#) We are an equal opportunity employer. We are committed to fair and equal employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran.

LIVE UNITED.

At United Way, our mission is to connect people and resources to improve the well-being of those in our community...We do this because we want to help build a stronger, healthier and more compassionate community. For 100 years, our focus has been being a funding resource to local nonprofits—that's what we do best. This allows our agencies a chance to do what they do best—provide direct health and human services to the community. United Way is known for accountability and transparency, and when people give to us, they know their contributions are in responsible hands and trust us to invest back in the community.

YOU MATTER.

United Way of Central Oklahoma delivers an innovative and comprehensive training program to prepare and support our United Way Fellows during their service. As a result, Fellows benefit from a **deeper connection to the community** and an **enhanced set of business and interpersonal skills**, including:

- Public Speaking
- Leadership
- Time Management
- Sales and Marketing
- Customer Service
- Critical Thinking
- Teamwork
- Local Networking
- Fundraising

REPORTS TO: Resource Development Staff

SUPERVISES: No Supervisory Responsibilities

QUALIFICATIONS:

- Degree preferred, but must have two years of related work experience. In lieu of a degree, job experience will be accepted with the approval of the President and CEO.
- A minimum of two years' of customer service or nonprofit experience preferred.
- This position is required to work a minimum of 37.5 hours a week (up to maximum of 40 hours) during the 12-week period. Any hours worked over 40 must be approved by the President and CEO in advance.

PERFORMANCE REQUIREMENTS:

- Strong verbal and written communication skills, including public speaking
- Strong customer service orientation
- Sales skills
- Ability to work well with people of diverse backgrounds
- Must be a self-starter
- Must be detailed oriented
- Ability to handle confidential information
- Ability to create a workable effective and productive relationship with other staff, administration, volunteers, corporate and community executives and personnel.
- Ability to hear and speak clearly
- Must be able to work on a flexible schedule
- Must have reliable transportation
- Must have a valid Oklahoma State Driver's License and up to date vehicle insurance verification
- Requires frequent contact by telephone, written communication and in person with individuals/coordinators inside and outside of various companies/organizations within the Central Oklahoma area. Requires reasonable tact, discretion, self-expression and a working knowledge of each company/organization and fundraising practices and procedures.
- Comfortable conducting business in a virtual environment.

APPLY TODAY.

To apply, send a cover letter, resume, and salary range to Human Resources, United Way of Central OKC, 1444 NW 28th Street, OK 73106 or work@unitedwayokc.org. Posted until filled.