



United Way of Southeast Minnesota

Community Research and Learning Intern

Title: Community Research and Learning Intern

Department: Community Impact

Reports to: Vice President of Community Impact

Duration: Late May-Mid August 2025

This internship is a volunteer, unpaid position. An ideal candidate is receiving academic credit through this internship.

WHO WE ARE & WHAT WE DO:

United Way of Southeast Minnesota (UWSEM) responds to the greatest needs across our region by inspiring people to get involved, give back, and take action. We envision a resilient region defined by care and collective action where residents are healthy, households are financially secure, and young people succeed in school and life.

You can learn more about our organization, our impact, and our values at www.uwsemn.org

HOW YOU'D FIT IN & STAND OUT:

- This intern position will be guided and assigned projects by the Vice President of Community Impact, who will also work with the Intern to fulfill the necessary Internship requirements to secure academic credit. This Internship will be part of the United Way's Community Impact team, which is a team of four. Our team has a strengths-based culture and finds value in diverse skills and strengths.
- Our team is a group of strong, social justice-oriented individuals who believe in high quality work to achieve community-level change. We are interested in continuous growth and improvement, as well as having hard conversations. We know that the best strategies aren't always the easiest ones. We welcome dissenting views and would like a team member who doesn't shy away from disagreements.
- We are looking for a summer intern to support us in our community learning and research efforts. This person will work alongside staff's current research agenda to help us develop



an emerging community navigation program. This includes reviewing available research and data sets, meeting with non-profits across the community and beyond, and distilling key information for our team to use.

- This person will also support a community learning activity in Winona County as they are interested and able. That project would include conducting a review of publicly available reports and data sets, building relationships with community experts, and support in facilitating meetings.
- This internship can focus solely on activities based in Olmsted County, or depending on the applicant's interest, can expand duties into work in Winona County.

PRIMARY RESPONSIBILITIES:

The Community Research and Learning Intern will support United Way staff with research projects that improve the community's health, financial stability, resiliency, and opportunities for youth. They will be assigned tasks related to ongoing research across the region. In Olmsted County, the Intern will conduct research to support the implementation of an improved resource navigation system for better public health outcomes. The Intern will also have the opportunity to support a community-led research engagement in Winona County. They will work both independently and alongside UW staff to meet our current research needs, build relationships across the region, and support in facilitating key meetings.

Learning and research

- Collect, analyze, evaluate, and present data to support United Way's program plans.
- Work collaboratively to understand what aspects of our program plans need further development and recommend plans to help us get there.
- Recognize the strength in qualitative and quantitative data, aiming to find a balance between both to support your ideas.
- Contribute to the team's efforts to translate data into everyday language to tell the story of community experiences and United Way's work by creating meaningful, easy-to-read reports for internal and external audiences.



Relationships and partnerships

- Build and maintain trusting relationships with partners, volunteers, and community stakeholders.
- Provide technical support to research partners within your skill set and United Way's competencies, such as event and communication logistics, research, evaluation, or facilitation.
- Participate actively as a member of the Community Impact team. We believe that diverse strengths, experiences, and points of view make our work better, and we are seeking a thought partner who will contribute to the overall work of our small but mighty team.
- Inspire high levels of volunteer engagement, performance, and satisfaction by communicating and modeling United Way's vision and values.

Meeting facilitation

- Support team members in coordinating meetings, events, or other engagements that further our work and research. This may include scheduling, preparing rooms, doing 1-1 check ins with volunteers, or facilitating large group conversations.

You probably don't have specific work experience in each of these areas, and that's okay. We expect our new Community Research and Learning Intern will have done some but not all of these types of tasks in the past. We will provide support for on-the-job learning, as long as you possess the core competencies described below.

THIS JOB IS FOR YOU IF YOU:

- Feel passionate about creating equitable community change
- Enjoy working with both people and processes
- Possess strong written and verbal communication skills in English
- Are comfortable working on a PC and using or learning Office 365, Microsoft Teams, Zoom, Excel, Microsoft Forms,
- Possess the following core competencies:

Learn from data and communicate it effectively: Dive deep into community data, research, conversations, etc. to understand the greatest needs our community is experiencing. Be willing to be



surprised by what you learn, and adjust your plans based on new information. Look at data sets from multiple sources, synthesize what you've learned, explain high level trends and derive key insights to influence decisions.

Focus on relationships: Build the trust of colleagues and community partners by demonstrating honesty, consistency, integrity, and transparency. Bring people along and approach conflict with an open and curious mindset, always focusing on the subject at hand, not the people involved. Seek out and value diverse perspectives, demonstrate intercultural mindsets, and contribute to a culture of belonging and antiracism within the organization.

Plan wisely and stay organized: Analyze information, generate alternatives, and recommend solutions that ensure efficient and effective use of resources to achieve UWSEMN goals. Approach work with a learning mindset, staying curious about other ways of doing things. Think big about the challenges facing our community and break down big ideas into action steps. Take time to review details and ensure all tasks are executed correctly.

HOURS:

- We anticipate completing these projects would require 25-37.5 hours per week depending on which projects the intern is interested in and academic requirements needed to fulfill an internship for credit. We will work within the confines of both the intern's availability and academic requirements.
- Located in our service area of Olmsted, Dodge, Winona, or Fillmore Counties – We are looking for an intern that is willing to live within daily commuting distance, as we are rooted in our local community. Some in-person meetings and activities are required as safety permits.
- Typical office hours are Monday-Friday from 8:30am-4:00pm.
- We offer flexible work schedules to meet individual and family needs, and we need you to be available during peak times to meet with internal and external stakeholders. We are willing to work together to make sure employee/intern and organizational needs are met.
- Hybrid/remote work options are available on an individual basis.
- Occasional availability outside of typical office hours is expected for special events, as



individual circumstances allow.

OUR WORKPLACE:

United Way of Southeast Minnesota is an equal opportunity employer. Individuals who share lived experiences with the people and communities we serve are strongly encouraged to apply. We intentionally do our best to eliminate bias and remove barriers that may limit other applicant pools. UWSEMN encourages applications from individuals of all races, genders, ages, and abilities.

TO APPLY:

To apply, please email Zeni Aly (zenia@uwolmsted.org). In the email we ask for:

1. 2-3 paragraphs in the email (not attached, write in the body of the email) telling us **why you are interested in this position, how you believe you meet the qualifications, and if you are interested in supporting work solely in Olmsted County or work in both Olmsted and Winona Counties.**

- By paragraph we mean a set of 3-7 sentences, meaning your email should be approximately 6- 21 sentences long.
- You will not receive more or less consideration because of a shorter or longer email.
- DO NOT send us a traditional cover letter. In this process we are seeking someone who pays attention to detail and follows direction. If you send a cover letter, this will be considered not following directions.

2. A summary of your work/skills/training/educational history as an attachment OR a link to your LinkedIn profile

- We do not have a preference on which one.
- You will not receive special consideration for sending both.
- Our aim is to understand where you have worked/volunteered before and the types of roles you have had. Maybe you have led research projects in the nonprofit sector, maybe you have incredible relational and organizational skills from the education sector, maybe you have experience collecting data to evaluate programs—we are open and interested in



learning from folks across the spectrum of experience and industry.

Our timeline is as follows for interviews:

- Applications ideally are due by Thursday March 20th
- First round interviews with the VP of Community Impact will be done Monday March 24th – Friday March 28th
- Second round interviews with the Community Impact team will be done Monday March 31st – Friday April 4th
- An offer will be extended by Friday April 4th ahead of Summer session registration

Start date is flexible—ideally someone will begin full time by May 27th, but we are open to a June start date if you are in a Summer Session.