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United Way of the  
Dutchess-Orange Region

## Gift-In-Kind Internship

<b>Title</b>	Gift-In-Kind Intern
<b>Pay Level</b>	Unpaid (College Credit Available)
<b>Working Hours</b>	Negotiable (and dependent on institutional requirements)
<b>Location</b>	75 Market Street, Poughkeepsie, NY 12601

**Key Responsibilities:** This intern will work within the Community Impact Department to expand and enhance our Gift-In-Kind program that supports our quarterly Days of Sharing.

### Reporting Relationship:

This position reports to the Director of Community Impact, Melissa Clark and Community Building VISTA, Jazmin Awada.

### Key Performance Metrics:

- Research other existing GIK programs and best practices throughout the region and country
- Build on existing relationships with partnered organizations to best serve the needs of their organization.
- Organize, document, and track inventory of donated goods.
- Organize quarterly Days of Sharing
- Retrieve items from retailers in the area
- Maintain existing relationships with partnered retailers and assist in creating new relationships with donors.
- Attend and assist with United Way volunteer events as needed.

### Knowledge and Skills Required:

- Interest in nonprofit work, program development, or relationship management
- Attention to detail and strong time management skills
- Knowledge of Microsoft Office Suite preferred
- Strong computer & internet skills
- Driver's license and a car preferred

### About the Organization

United Way of the Dutchess-Orange Region is a 501c3 organization and is committed to the principle of diversity and nondiscrimination. All interns are asked to sign a confidentiality agreement prior to beginning their internship. Questions, comments and feedback regarding a student learning experiences during internships are welcomed at any time from the student, professors, guidance professionals and administrators.