



**Federal Work-Study Community Service**  
**United Way of West Tennessee**

**Name of Position:** Community Service – Resource Apprentice

**Number of positions available for this posting:** 2

**Pay Grade and Classification:** Grade III - \$15.00/hour

**Hours per week:** 15

**Terms of Employment:** Fall, Spring, Summer

**Name and Address of Employer:**

United Way of West Tennessee  
470 N. Parkway  
Jackson, TN 38305

**Supervisor:**

Matt Marshall  
731-422-2567  
[mmarshall@unitedway.tn.org](mailto:mmarshall@unitedway.tn.org)

**Location of Job Placement:**

United Way of West Tennessee  
470 N. Parkway  
Jackson, TN 38305

**Purpose and Role of the Position:** United Way advocates for equity through uniting agencies in ways that improve each person’s access to health, education, and financial stability. We seek a motivated, detail-oriented, self-starter with an interest in non-profit support who can fill an integral role in our office.

**Duties and Responsibilities:**

- Conduct research on current/potential donors by reviewing local and national news and business publications.
- Co-develop, with Resource Director, a plan for business outreach and recruitment.
- Provide support for volunteer training sessions and campaign events as needed.

- Contact business partners about sponsorship opportunities; perform follow-up activities as needed.
- Assist in the production of material assembly, large-scale mailing projects, and data entry.
- Safeguard the confidentiality of donor information at all times.
- Perform other tasks as assigned.

**Qualifications:**

- Extensive computer skills, including proficiency with Microsoft Office software, searching on-line databases and the Internet.
- Detail-oriented and organized with strong written and verbal communication skills.
- A commitment to professional ethics and ability to handle sensitive and confidential information.
- Demonstrated ability to work individually and in a team environment, and meet goals in a timely manner.
- Experience in sales, marketing, or a fundraising environment is helpful.