EMPLOYER FORM FOR HILLEL CONNECTIONS SUMMER INTERNSHIP:

Name and Address of Company:

United Ability – 100 Oslo Circle, Birmingham, AL 35211

Company website:

www.unitedability.org

Brief description of the Company:

United Ability (formerly UCP of Greater Birmingham) has served the Greater Birmingham area (and in

recent years, additional communities throughout the state of Alabama) through services that address

the needs of and bring hope to children and adults with a range of disabilities. We feature 11 programs

ranging from an inclusive early childhood education program to a specialized clinic and outpatient

rehabilitative therapy program to an adult life enrichment program and employment development

program.

Name /Department of Intern Position: Marketing and Development Intern

College Majors Appropriate for this Position:

Marketing, Business, Communications, English, Public Relations

Potential Job Responsibilities for Hillel Intern:

Spreadsheet management for special event invitation tracking and sponsorship follow-up, preparation

of event materials such as signage and logistics, photography of daily program participant activities,

preparation of newsletter and other online content, gift database entry, in-kind donation

logging/tracking, other duties as assigned

Desired Skills for the Intern:

Familiarity with Microsoft Office (especially Excel, Powerpoint, Outlook), Excellent verbal and written

communication skills, Willingness to ask questions to ensure understanding, Ability to work on own with

clear instruction

\*\*\*This is an unpaid internship