

POSITION DESCRIPTION

1. Position Title: Intern

2. GENERAL SUMMARY

Assist the Executive Director, Director of Development, Special Events Coordinator and staff in the planning, implementation and evaluation of assigned events and other chapter programs. Develop and nurture relationships with key volunteers, donors, and sponsors.

3. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with planning and logistics of events as assigned.
- Develop and produce event materials as needed.
- Work on special projects as assigned.
- Seek in-kind donations and auction items.
- Coordinate letters and mailings.
- Support volunteer recruitment initiative in chapter to recruit new leadership.
- Attend events as required.
- Assist with administrative duties as needed.

4. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Strong interpersonal skills (verbal and written) necessary to communicate diplomatically and effectively with volunteers, donors, and other staff members, and to provide information requiring courtesy and tact.
- Ability to handle multiple tasks, prioritize and stay organized to ensure timely and accurate work.
- Working knowledge of Microsoft Office
- Initiative, follow-through, sound and accurate judgment with an ability to support and explain reasoning for decisions
- Strong professional ethics, which include approaching others in a tactful manner; reacting well under pressure; treating others with respect and consideration; dealing with confidential patient information; accepting responsibility for own actions; following through on commitments.

5. REPORTING RELATIONSHIPS

Reports directly to the Executive Director; reports indirectly to Special Event Director or Coordinator

6. WORKING CONDITIONS

- Travel to meetings and events as necessary
- If related to internship duties, attend meetings and events (may involve evening/weekend hours)
- Must have access to reliable transportation and ability to travel to meetings or events at different locations
- Use of computer required

7. DISCLAIMER

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.