
Events & Communications Intern

APPLICATION DEADLINE:	Rolling
POSITION TITLE:	Events & Communications Intern
DEPARTMENT:	Development & Marketing
HIRING SALARY MINIMUM:	Unpaid / Academic Credit
HOURS:	10 – 20 hours per week
REPORTS TO:	Events & Communications Manager
SEND RESUMES/APPLICATIONS TO:	<i>Address above or email: eholmes@jawesternpa.org</i>

POSITION CONCEPT:

This position works as a part of the organizations' Events and Communications efforts, which encompasses but is not limited to the following: supporting fund raising events, developing collateral materials, secures prizes as incentives and assisting the department in all aspects of the daily operations, importing constituent's records and donations into data system. Time allocation: (%), business development/resource generation (15%), marketing & public relations (15%) event support (50%), and administrative (20%). Ongoing training will be given to this position to further their understanding within a nonprofit and execute effective marketing and communication.

PRIMARY RESPONSIBILITIES:

- Assist in daily operations of JA fundraising events such as Play4JA, Golden Ticket Raffle, Inspiring Success Luncheon, and various Golf Outings.
 - Daily operations include: research, planning events, coordinating with donors, securing sponsorships and donations, creating marketing material, online donation tool website design, and Facebook content. Attendance of events is included in the position's hours per week.
- Assist in daily marketing including emails, social media, print, and the design of JA's fundraising platform. Other duties assigned as needed.
- Assist with special events such as various award ceremonies and celebrations.
- Assist with constituent record input and tracking of donor participation.
- As a member of the Development and Marketing team, 20% of your time will be allocated to administrative efforts including but not limited to: cold calling and asking for donations, attending events, prospect research, and tracking donor and event participation.

EDUCATION/EXPERIENCE REQUIRED:

- Pursing or attained degree in Communications, Public Relations, Marketing, or Business.
- Strong knowledge of fundraising.
- Experience and knowledge of Microsoft Excel.
- Takes initiative and has strong work ethic.
- Able to multitask with various projects and is well organized.
- Creative and innovative.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

**Candidates should send a cover letter and resume to:
Liz Holmes, Events & Communications Manager at eholmes@jawesternpa.org.
Please indicate Events & Communications Intern Application in email subject.**