

**CHI Memorial Foundation**

**Intern Job Description**

**Purpose**: To further the mission of CHI Memorial Foundation by assisting with fundraising events and development activities.

**Duties and Responsibilities**:

* Assist with all day to day activities of the Foundation’s fundraising related activity.
* Assist with the planning and logistics for Foundation Pink! Gala.
* Develop social media marketing, recruitment, and event updates for events including Facebook updates, tweets, and blog posts.
* Help manage participant and donor data in software programs.
* Attend and participate in event related activities and meetings including auction, sponsorship, sponsor party, Color Chattanooga Pink! and others as necessary.

**General Requirements**:

* Self-motivated, team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities in a fast-paced environment.
* Strong organizational skills, with keen attention to details, as well as excellent problem solving abilities. Excellent oral and written communication skills.
* Moderate experience working with social media platforms (i.e. Facebook, Twitter).
* Have self-discipline and time management skills necessary to work independently.
* Proficient in Microsoft Office, specifically Word and Excel. Familiar with Google Workspace.
* Possess a valid driver’s license as well as the ability to travel as needed to perform internship duties.
* Currently be working towards a degree at a university, college, or trade school, in a related field.
* At least a sophomore class standing/ranking, with a minimum 3.0 GPA/4.0 scale.
* This internship is open to all majors; emphasis on Nonprofit Management, Fundraising, Event Planning, Business Administration, and Project Management.
* Physical requirements: Ability to stand and/or work on a computer for long periods of time; walk up and down stairs multiple times throughout the day; and lift at least 25 pounds.

**Work Schedule/Time Commitment**: Flexible schedule, approximately 10 to 15 hours/week, with exact days and times to be determined according to school schedule. Must be able to attend Pink Gala on January 22, 2022.

**Stipend**: $750 monthly *(estimated depending on hours worked)*

**Responsible to**: Foundation Event Planner

To apply for this internship, please send a cover letter and resume to Christine\_willingham@memorial.org by September 24, 2021.