



INTERNSHIP - SPECIAL EVENTS - UNPAID

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DESCRIPTION

The American Diabetes Association's Central Texas office announces the availability of two exciting internships in our Special Events Department, helping with our fundraising events: Tour de Cure, Step Out and Father of the Year Awards Dinner.

This intern will work directly with the Event Manager for the selected event and gain valuable skills while assisting with event marketing, promotion, creative planning, logistics, and implementation. This unpaid internship can provide school credit, portfolio- building experience, a flexible schedule and valuable experience in the non-profit industry.

Candidate must be energetic, a team player, results-oriented and dedicated to the achievement of personal and team goals. This internship requires a candidate with confidence in interpersonal communication, comfort with both verbal and written communication and a passion for making a difference in the lives of people affected by diabetes.

The ADA's internship's responsibilities include (but are not limited to):

- Developing marketing plans, including social media and community outreach
- Navigating and updating online fundraising software, website, spreadsheets, and internal databases
- Recruiting and serving as a liaison to ADA's volunteers, participants, guests, and sponsors as necessary
- Working with staff and volunteers to collect/solicit in-kind donations as necessary
- Maintaining databases, mailing lists, telephone networks, and other information to facilitate the functioning of specific event.
- Preparing and distributing marketing and sponsorship materials
- Coordinating logistics including food & beverage, venue, signage, etc.

Duration: Fall, Spring or Summer Semester

Hours: Minimum of 15 hrs/week

REQUIREMENTS

- * Currently enrolled as an undergraduate or graduate student at a college or university
- * Commitment to a flexible work schedule of a minimum of 15 hours per week and a duration of a minimum of one semester
- * Excellent writing, research and interpersonal communication skills
- * Experience with Microsoft Office applications, web and social media
- * Ability to prioritize and handle a variety of assignments simultaneously in a fast-paced and time-sensitive work environment
- * Attention to detail and accuracy
- * Interest or personal connection to diabetes is desirable, but not mandatory
- * Ability to lift 35 lbs.

The American Diabetes Association is an Equal Opportunity Employer. Prospective employees will receive consideration without discrimination because of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Together We Can Stop Diabetes!

Interested?

Apply online at http://ada.hodesiq.com/job_detail.asp?JobID=5077318

Questions?

Contact Dori Yeater, Event Manager, at (512)-472-9838 ext. 6116 or DYeater@diabetes.org.