



Interested applicants should contact **Michelle McSweeney** at michelle.mcsweeney@redcross.org

DEPARTMENT INFORMATION

Hiring Supervisor Name: Michelle McSweeney Date: 7/17/2018

Department: Fundraising - Special Events

Location: Chicago-HQ Other (location): _____

Start date (mm/dd/yy): September 2018 End date (mm/dd/yy): December 2018

Position(s) approved by dept. director? YES PENDING

JOB DESCRIPTION

TERM:	<u>Fall 2018</u>	# of INTERNS REQUESTED:	<u>2</u>
POSITION TITLE:	<u>Communications/PR Intern: Heroes Breakfast Nomination Outreach</u>		
DEPARTMENT:	<u>Fundraising - Special Events</u>		
REPORTS TO (title only):	<u>Special Events Specialist</u>		
WORK SCHEDULE:	<u>15-20 Hours per Week</u>		
CLASS STANDING:	<input checked="" type="checkbox"/> Undergraduate Students <input checked="" type="checkbox"/> Graduate Students		

JOB DESCRIPTION

We are looking for an individual with great attention to detail, is highly organized, and is interest in pursuing a career in special events or communications. This internship will focus on supporting our annual *Heroes Breakfast*, a major fundraising event, with 900 attendees, that gives the Chicago region a chance to highlight and honor 11 community heroes while raising over \$1.3 million to support the American Red Cross.

This individual will be working closely with our Heroes Breakfast nominations outreach process to find outstanding local heroes to be honored at our May 2019 event. This is a very PR/Communications focused internship that will center on promoting the nominations process, finding nominees, and identifying the best individual to nominate a particular candidate. Interns will also work on fact checking nominations as they come in, creating summaries of each nomination, and helping to identify additional supporting materials to back up strong nominations. Interns in this role will work with their supervisor to create goals around how many nominations they bring in as well as what types of nominations they find. When this role is not working on the Heroes Breakfast, interns will be given an opportunity to support our other fundraising events within the department as well as participate in mission driven activities throughout the American Red Cross.

- PROJECTED LEARNING OUTCOMES:**
1. Gain insight into planning and executing successful large-scale fundraising events within a nonprofit organization..
 2. Learn how to do outreach/promotion to promote high level award nomination process
 3. Refine communication/PR skills to do outreach and compile information on Hero nominees.
 4. Build professional organizational and project management skills.
 5. Increase skill set of Microsoft Excel and other Microsoft office programs.
 6. Gain knowledge of fundraising for a non-profit organization.

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RESPONSIBILITIES

1. Promote the Hero Award nomination process via social media and other digital platforms.
2. Seek out stories of outstanding local heroes.
3. Identify individuals to nominate these outstanding local heroes.
4. Track and manage all of the nomination outreach attempts being made.
5. Review and summarize all Hero Award nominations as they are received.
6. Find additional support materials to back-up outstanding nominations that are received.
7. Opportunity to assist with all fall/winter fundraising events including day-of-event operations (set-up, tear-down and other manual labor projects).
8. Assist with event data entry, mass mailings, filings and other administrative tasks.

QUALIFICATIONS

1. High proficiency in Microsoft Office programs including Word and Excel
2. High proficiency in email and research skills.
3. Strong written and verbal skills
4. Strong personal and customer service skills
5. Must be able to lift at least 20 lbs.

PROGRAM INFORMATION

Country: United States

State: Illinois

City: Chicago

Percentage of travel: 10% (within region)

Relocation? No

Salary: Small travel stipend or Academic credit available upon completion of internship

The American Red Cross is an EEO m/f/d/v. No phone calls, please.