



Fundraising/Event Planning Intern

ORGANIZATION INFO: RAMP empowers people with disabilities to realize there are no limits to what they can do. We accomplish this by assisting them to live independently, make changes in their own lives, seek peer support, obtain resources and remove barriers that threaten their dreams of independence.

PURPOSE OF INTERN: The Development Intern assists with all aspects and logistics related to special event planning for fundraising purposes. The intern will assist with setting up presentations/meetings with current/potential sponsors, communicate with community partners who are participating in upcoming events, assisting with mailings, securing door prizes and auction items, running errands for the events and working with volunteers.

EXPERIENCE GAINED: The intern will learn how an event is planned from start to finish and how to connect with community partners for event success.

POSITION PARAMETERS: Reports directly to the Marketing and Special Events Coordinator. Mileage and expenses reimbursed.

MINIMUM QUALIFICATIONS:

- Currently working on a Bachelors Degree in a field related to the positions job activities, or, equivalent education and work experience;
- Excellent written and verbal communication skills and the ability to present information in a clear, concise manner;
- Literacy in computer applications including word processing, excel, and database management;
- Ability to handle multiple tasks while maintaining deadlines;
- Professional manner in dress and when interacting with others both inside and outside of the organization;
- Reliable transportation;
- Good team working skills;
- Self-motivated;
- Personal experience and/or an intimate knowledge of disabilities;
- Strong desire to see the Independent Living Philosophy carried out in the community.

START END DATES OF INTERSHIP OPPORTUNITIES

Spring Internship
Summer Internship
Fall Internship

APPLY BY:

February 15, 2018
March 1, 2018
July 1, 2018

MINIMUM HOURS:

Intern must be willing to work a minimum of 10 hours per week, max of 20 hours per week

HOW TO APPLY:

Send resume and letter of interest to HR via email at mspain@rampcil.org or fax 815-968-7612.