

Internship Position Description

American Red Cross of Greater Columbus

Internship Title: **Development Events Intern**

Purpose	Assist with sponsor proposal development and production, solicitation processes and coordination of benefits for sponsors of multiple projects. Under supervision of Assistant Director of Financial Development, manage recruitment, data entry and necessary communications/marketing pertaining to special events participants. Assist with logistics planning, timelines and volunteer coordination for all development events.
Key Responsibilities	<ul style="list-style-type: none"> • Help with research and identification of event partners, in conjunction with other Red Cross staff • Assist with maintenance of timelines and development of logistics plans. • Maintain event databases and records as necessary, including corrections and other pertinent updates • Collect, organize, input and ensure accuracy of all registration information from participating sponsors and/or individuals for respective projects • Use Microsoft Mail Merge functions to produce correspondence, status reports and registration lists. • Assist with staffing and coordination of meetings and events • Provide assistance with other department projects as required.
Reports To	Assistant Director of Financial Development
Time Commitment	Prefer 15-20 hours per week (schedule may be flexible, based on project requirements). Time commitment may increase as event/project deadlines approach.
Length of Appointment	May 2009-August 2009, extension possible
Qualifications	<ul style="list-style-type: none"> • Minimum of 2 years of college • Extremely detail-oriented • Ability to organize efficiently • Working knowledge of Microsoft Office software • Intermediate or advanced knowledge of Mail Merge functions (MS Word and Excel) • Advanced written and oral communication skills • Customer-service and relationship-building focus • Self-motivated, creative; willing to learn by "hands-on" experiences
Training	On-the-job training will be provided as necessary
Relationships	Receives primary work direction from Assistant Director of Financial Development and FD Administrative Assistant; will also collaborate with various paid and volunteer staff as needed.
Budget Support	All training, materials, workspaces and/or any other equipment deemed necessary to perform the duties of the position would be provided by the American Red Cross
Benefits/Development Opportunities	<ul style="list-style-type: none"> • Affiliation with one of the most well-respected, internationally known humanitarian organizations • Gain valuable work experience and professional networking opportunities • Documentation of service, letters of reference as requested

In accordance with Chapter Policies:

- *Each Red Cross volunteer is required to provide written affirmation that he or she will perform Red Cross duties in compliance with the Red Cross Code of Conduct and the Red Cross Confidential Information and Intellectual Property Policy. All volunteers are expected to protect the Red Cross image and reputation by behaving ethically and appropriately.*
- *The ARCGC may perform, or may request that third parties perform, background and reference checks at any time in the volunteer application process. All background and reference checks will be performed in accordance with applicable federal and/or state laws. This check includes a criminal history check for the past seven years and a social security number verification.*
- *In addition volunteers whose job duties require regular, unsupervised access to clients who are youth, elderly, or disabled, or whose duties require the safeguarding/handling of Red Cross assets, must have a background free of conduct which may adversely impact their ability to perform their duties and must submit to a background check on an annual basis. It is the policy of the ARCGC require additional screening and require fingerprinting and a Criminal Record report from the Bureau of Criminal Identification and Investigation and/or Federal Bureau of Investigation.*