

Neurofibromatosis Northeast ~ Events and Communications Internship (24 hours/week)

Reporting to the Director of Operations and Events, the Events and Communications Intern is a paid opportunity for undergraduate students to apply principles and theory learned in the classroom into a non-profit, special events environment.

Responsibilities

- Assist and manage special event mailings
- Perform marketing tasks and activities to increase participation at events
- Brainstorm creative ways to promote events
- Help draft event communications such as team e-newsletters and mailings
- Assist with the planning of events and managing of event participants
- Help to manage social media platforms around events
- Manage volunteer-organized third-party events.
- Create online event and registration pages.
- Support Director of Operations and Events as needed.
- Completes other duties as assigned

Qualifications

- Current student (undergrad)
- Excellent oral and written communication skills
- Team player
- Keen eye for details is a must
- Social media, content management database and donor database experience preferred, or must be a self-starter and fast learner to develop these skills quickly.
- Ability to prioritize tasks, balance multiple projects and ability to meet deadlines.
- Flexible and adaptable work and interpersonal style.
- Ability to work both independently without close oversight, but also function as a team player who will take initiative and manage multiple tasks and projects concurrently.
- High energy and passion for NFNE's mission is essential.

Other

- Must occasionally lift and/or move up to 20 pounds in preparation of special events.
- Assist with/attend selected fundraising events as needed (some nights and weekends, indoor and outdoor).
- Some local travel required.
- This position is part-time (24-30 hrs) and therefore, is not eligible for benefits.

To apply for the position, please submit a cover letter and resume to Diana Flahive dflahive@nfnortheast.org.