

American Liver Foundation
National Special Events Intern
Part-Time Internship

Organization

Since 1976, the American Liver Foundation has remained steady in its mission, facilitating and promoting education, funding, research and advocacy related to liver health and wellness. The American Liver Foundation (<http://www.liverfoundation.org>) is the premier nationwide source of education and support for liver health and disease prevention. To learn more about the American Liver Foundation, visit liverfoundation.org or call 800-GO-LIVER.

Position

The National Special Events Intern will report to and support the National Director of Special Events and National Special Events Coordinator in strategic planning, implementation and evaluation of fundraising efforts through large and small-scale national signature campaigns such as the Liver Life Walk, Flavors/Gala, Liver Life Challenge and Make a Difference events. With direction from the National Director of Special Events and National Special Events Coordinator, this position will also work with other development staff from across the country to help ensure that annual objectives and goals are achieved.

Essential Responsibilities

- Maintain the event fundraising and event demographics spreadsheets
- Assist with online research and outreach of potential event sponsors (in-kind, cash, etc)
Outreach to include cold calls
- Assist with recruitment calls for Liver Life Walk
- Assist with customer service inquiries
- Support and play an integral role in development activities
- Provide support to development staff across the country
- Assist with the management of relationships and price negotiations with external vendors and event partners
- Work closely with development staff to ensure they have access to national branded materials such as brochures, posters, t-shirts and bibs
- Department administrative duties as needed

Qualifications

- Excellent relationship management skills
- Strong written and oral communication skills
- Strong phone skills and willingness to make cold calls
- Ability to meet deadlines, stay organized and manage several projects in a fast-paced environment

- Experience with using Microsoft Office programs and conducting online research
- Must enjoy working as a member of a team with multiple projects and be able to handle pressure with grace
- Ability to lift and carry a minimum of 20 pounds

Working Environment

Standard office setting. Position is required to work from our Lower Manhattan office and have a set schedule. Schedule will need to be proposed to and approved by the National Director of Special Events.

Other Information

This is an unpaid internship. Applicant must pass a personal background check.

The American Liver Foundation is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, disability or any other legally protected status with respect to employment opportunities. EO/AA Employer. No phone calls please.

How to Apply

Please e-mail Kelly Smith at events@liverfoundation.org with a cover letter in the body of the e-mail and resume attached in in .doc or .pdf format. Please include "National Special Events Intern" in the subject line. Applications will be reviewed and interviews conducted on a rolling basis.