



Internship Description

Title:	Fundraising Support Intern
Reports To:	Communications and Development Director

Position Overview

The Fundraising Support Internship is a 4-week, project-based position that will report to our Communications and Development Director. This person will be responsible for designing a fundraising campaign to support the Lafora community.

The position is virtual, part-time, and flexible hours. Interns are expected to work an average of 10 hours per week and will be paid a weekly stipend of \$200 for the duration of the project. The length of the internship is four weeks.

Project Roles and Responsibilities

- Developing a fundraising strategy to support a specific program at Chelsea's Hope.
- Creating promotional materials to generate awareness for the campaign.
- Designing a toolkit for participants to use in the fundraising campaign.
- Recruiting participants to join the campaign.
- Building content for our Givebutter platform to support and launch the campaign.

Qualifications

- A current Junior or Senior in college or a recent graduate in a medical, communications, or business-related field.
- Excellent interpersonal communication skills and ability to develop strong, trust-based relationships.
- Ability to communicate with families where English is not their first language.
- Comfortable with new technologies and platforms.
- Personal qualities of integrity, credibility, and a commitment to the mission of our organization.
- Proven ability to work with efficiency and flexibility.
- Self-starter, self-disciplined.
- Knowledge of Google Suite and familiarity with Canva
- Comfort with translation technology preferred.