

Be The Match Foundation Special Event Service Intern – Sponsorship Assistant

POSITION INFORMATION

Employer	National Marrow Donor Program
Division	Human Resources
Title	Be The Match Foundation Special Event Service Intern – Sponsorship Assistant
Description	<p>Purpose This role will support our major fundraising events, including the Be The Match Gala and offers valuable experience in the non-profit and event planning industries. This is a great opportunity for someone looking for a career in marketing, nonprofit, event planning and/or the communications field.</p> <p>Position Title Foundation Special Event Service Intern – Sponsorship Assistant</p> <p>Location The National Coordinating Center in Minneapolis 500 N. 5th St. Minneapolis, MN 55401</p> <p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Assist with sponsorship fulfillment. • Track registrations for 2017 Minneapolis Gala. • Assist with event operations including –data entry, list development, committee meetings, and other efforts—based on the direction provided by the Administrative Specialist. • Assist with day-of event logistics for Be The Match Gala on September 22, 2017. <p>Additional Responsibilities</p> <ul style="list-style-type: none"> • Coordinate mailing lists for correspondence. • Assist the foundation with various projects including mailings, research, solicitations and follow-up. • Assist with silent auction management, solicitation and follow up. <p>Reports to Foundation Administrative Specialist – Distinguished Events</p> <p>Please email Taylor.Lang@nmdp.org to express interest in this internship.</p> <p>Length of Appointment May – October 2017</p> <p>Compensation Unpaid</p>

HOW TO APPLY

Requested Documents:
Resume
Cover Letter

IMPORTANT DATES

Posted On:
Feb 15, 2017

Applications Accepted Until:
May 12, 2017

DEFAULT EMAIL FOR RESUMES

taylor.lang@nmdp.org

CONTACT INFORMATION

Employer	National Marrow Donor Program
Name	Heather Moseley
Title	Volunteer Services Coordinator
E-mail	hmoseley@nmdp.org
Website	http://bethematchvolunteer.org
Phone	763-406-3437
Address	500 N 5th St Minneapolis, MN 55401-1206 United States

Time Commitment

120 hours minimum. Flexible working hours of approximately 10-16 hrs/wk during peak months leading up to Gala (mid May- late September).

Qualifications

Candidate must be energetic, self-motivated, a team player, results-oriented and dedicated to the achievement of personal and team goals. This internship requires a candidate with confidence in interpersonal communication, excellent writing skills, and the ability to work in an office environment using office tools like Microsoft Office, printers, scanners, copies. Can work independently and as a member of a team. Lifting boxes and supplies maybe required as part of preparing for an event or promotional opportunity.

Benefits Provided

Special Event Assistant Intern will receive an in-house orientation and work under the direction of Administrative Specialist and Events Manager. Interns can expect to develop their time management skills, event management database knowledge, writing and communication skills as well as gain office skills proficiency. Interns will also gain knowledge in fundraising and event logistics.

Special Events

Be The Match Gala on September 22, 2017 at the Hyatt Regency in Minneapolis

Organization Description

For people with life-threatening blood cancers - like leukemia and lymphoma - or other diseases, a cure exists. Be The Match® connects patients with their donor match for a life-saving marrow or umbilical cord blood transplant. People can be someone's cure as a member of the Be The Match Registry®, financial contributor or volunteer. Be The Match provides patients and their families one-on-one support, education, and guidance before, during and after transplant.

Be The Match is operated by the National Marrow Donor Program® (NMDP), a nonprofit organization that matches patients with donors, educates health care professionals and conducts research so more lives can be saved. To learn more about the cure, visit BeTheMatch.org or call 1 (800) 627-7692.

Location**LOCATION**

Nationwide
no

City
Minneapolis

State/Province
Minnesota

Country
United States

Position Type

Internship

Desired Class Level(s) Freshman, Sophomore, Junior, Senior, Alumnus

Work Authorization US Citizen

Salary Level Unpaid 📄

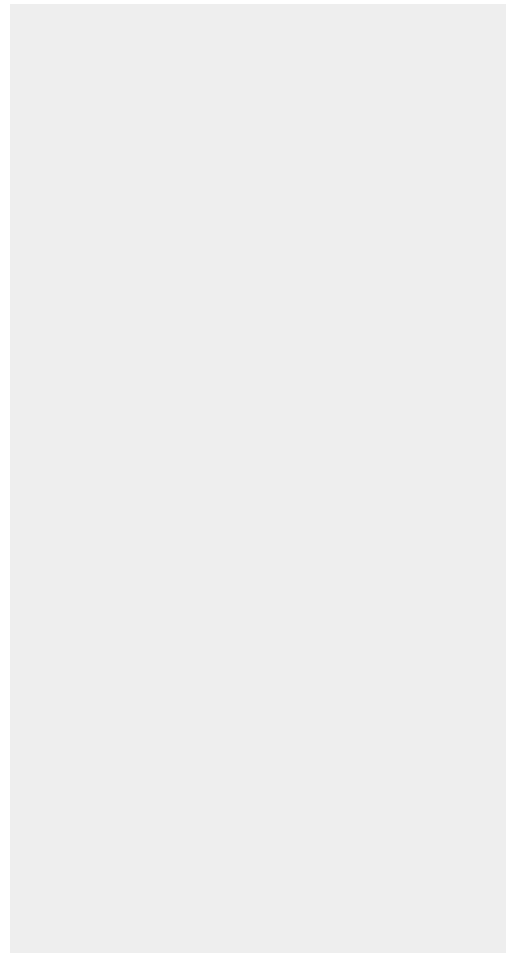
Job Function Marketing Communications, Public Relations, Events

Desired Start Date May 15, 2017

Duration May - October 17

Approximate Hours Per Week 10 - 16

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Help Desk: 703-373-7040 (Hours: Mon-Fri. 9am-8pm EST)
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