**Curamericas Global Events & Outreach Internship**

**Reports to:** Executive Director

Compensation: Unpaid

**Length of Engagement**: August 1-December 1 (flexible start/end dates)

Minimum of 15 hours/week

**Location:** Raleigh, NC

**Responsibilities:** Curamericas Global, a nonprofit, international health organization, seeks an Events & Outreach Intern at our Raleigh office. This intern will provide crucial assistance in the planning and development of local events, including Curamericas Hops for Hope event, Charity Nights, and an Open House. The main purpose of this internship is to help Curamericas Global grow its supporter base through outreach and events.

Hops for Hope Planning (50%)

* Volunteer at Curamericas’ Hops for Hope event on the evening of Nov. 28, 2017
* Assist with event logistics and reservations
* Secure raffle items and sponsorships for event
* Phone calls asking for support to local businesses and past supporters including cash and in-kind donations

Outreach (40%)

* Communicate and establish contacts with local schools, churches, businesses and clubs
* Represent Curamericas at presentations, volunteer fairs and Charity Nights
* Calls/emails to churches to set up presentations
* Thank you calls and cards to donors
* Outreach to former volunteers and interns
* Other duties as assigned

Open House (10%)

* Volunteer at event (Evening of Thursday, September 14)
* Assist with planning event logistics and event registration
* Coordinate event publicity
* Administrative work surrounding the event, such as communication with event guests, event logistics, and event volunteer recruitment.

Learning and networking opportunities include: USAID Global Health e-Learning courses, Triangle Global Health events, Care Group and CBIO learning materials.

**Qualifications:**

* College junior, senior or graduate
* Strong communication skills (over the phone, face-to-face and email)
* Microsoft Office skills required
* A results-oriented person who is able to work independently
* Enthusiastic attitude and willing to do whatever is needed to help the team

Application Instructions: Please send completed application, resume and cover letter to Barbara Muffoletto at bmuffoletto@curamericas.org, or mail application and materials to:

Curamericas Global
318 W. Millbrook, Suite 105

Raleigh, NC 27609