**Curamericas Global**

**Events & Outreach Internship**

**Reports to:** Development Associate

**Compensation:** Unpaid

**Length of Engagement:** 3-6 Months, 10-25 hours a 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 in November and Mother-Daughter Tea in May. The main purpose of this internship is to help Curamericas Global grow its supporter base in the Triangle area through outreach and events.

**Responsibilities:**

The main purpose of this internship is to support the Development team at Curamericas Global and provide outreach to local communities. Tasks often include:

1. Assist with planning Hops for Hope, LunaFest and other Curamericas events
2. Contacting local businesses
3. Administrative work surrounding the event, such as communication with event sponsors and guests, event logistics, and event volunteer recruitment.
4. Coordinate event publicity
5. Organize at least one local fundraising event with the help of staff.
6. Communicate and establish contacts with local schools, churches, businesses and clubs
7. Assist with mailing campaigns
8. Represent Curamericas Global at presentations and volunteer fairs
9. Ideally, intern is available to volunteer at Curamericas’ Hops for Hope event on the evening of Nov. 29, 2016
10. Other tasks and duties as assigned

**Qualifications:**

1. Junior, Senior or college graduate
2. Interest or past experience in event management
3. Enthusiastic attitude and willing to do whatever is needed to help the team
4. A results oriented person who is able to work independently
5. Internet and Microsoft Office experience and skills required

**Application Instructions:** Please send completed application, resume, writing sample, and cover letter to bmuffoletto@curamericas.org, or mail application and materials to:

Curamericas Global

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