**Curamericas Global Events & Outreach Internship**

**Reports to:** Executive Director

**Compensation**: Unpaid

**Length of Engagement**: Spring Semester 2018, 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 Mother’s Day Tea and Charity Nights. The main purpose of this internship is to help Curamericas Global grow its supporter base through outreach and events.

Mother’s Day Tea Planning (50%)

* Volunteer at Curamericas’ Mother’s Day Tea (TBD, May 2018)
* Assist with event logistics and reservations
* Secure auction 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
* Thank you calls and cards to donors
* Outreach to former volunteers and interns
* Coordinate events with local businesses to spread awareness of Curamericas and its mission
* Administrative work surrounding the event, such as communication with event guests, event logistics, and event volunteer recruitment.

Other tasks (10%)

* General office admin
* Professional development

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, graduate student or recent 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