

Curamericas Global Events & Outreach Internship

Reports to: Executive Director

Compensation: Unpaid

Length of Engagement: January 15, 2019 – May 15, 2019 (flexible start/end dates)

Minimum 15 hours/week, preference to 20+

Location: Raleigh, NC

Responsibilities: Curamericas Global, a non-profit dedicated to helping mothers and children in need around the world, seeks an Events & Outreach Intern at our Raleigh office. This intern will provide crucial assistance in the planning and development of local events, including the Curamericas Mother Daughter Tea event and Charity Nights. The main purpose of this internship is to help Curamericas Global grow its supporter base through outreach and events. This includes:

Event planning (~60%)

- Organize at least one local fundraising event with the help of staff.
- Assist with planning Hops for Hope, and other Curamericas events
- Contact local businesses for sponsorship and raffle prizes
- Administrative work surrounding the event, such as communication with event sponsors and guests, event logistics, and event volunteer recruitment.
- Help coordinate event publicity

Outreach & Donor Stewardship (~30%)

- 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
- Draft blog posts and other marketing material
- Outreach to former volunteers and interns
- Coordinate events with local businesses to spread awareness of Curamericas and its mission

Other tasks (~10%)

- General office admin and team assistance
- 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 Rob Callus at rcallus@curamericas.org, or mail application and materials to:

Curamericas Global
318 W. Millbrook, Suite 105
Raleigh, NC 27609