



Candlelighters Childhood Cancer Foundation of NV

Job Title:	Fundraising and Philanthropy Internship
Reports To:	Development Team and Volunteer Manager
FLSA Status:	Unpaid
Internship Duration:	Spring Semester, Summer Semester, Fall Semester

Internship Summary:

Candlelighters Childhood Cancer Foundation of Nevada is a 501c(3) nonprofit whose mission is to provide emotional support, quality-of-life programs, and financial assistance for children and their families affected by childhood cancer, to allow them to focus on the journey, and most importantly, loving their child. This internship will teach the many aspects of fundraising and donor engagement and will make a difference in a well-respected and trusted organization serving children and families in our community.

This internship will not surpass 15 hours per week, and interns will report to their duties in-person at the office or at events.

Job Description:

- Work with the Development team to coordinate event logistics
- Coordinate vendors
- Research and report requirements for event space
- Collaborate with office staff during planning stages of special events
- Event planning, promotion, and on-site execution, including set up and tear down
- Assist with logistics for all Candlelighters and community fundraisers, including but not limited to the back of the house preparation and management during events
- Maintain up-to-date event documents including site-schedule forms and action plans
- Procure and organize supplies for events
- Position will shadow development department staff, offer input into projects, be invited to meetings, and may be asked to assist other departments
- Assists with the coordination of donation requests, acknowledgements and follow-up

Requirements and Qualifications:

- High School Diploma with some course work at a 2-year college or university
- Minimum 18 years of age, 21 preferred
- Valid Nevada Driver's License
- Demonstrate strong communication and interpersonal skills
- Must have a strong interest in event planning/marketing/fundraising
- Presence at events outside of office hours may be requested
- Previous event volunteer experience is a plus
- Working knowledge of Microsoft Office
- Database experience a plus



- Ability to lift 25 lbs and stand for long periods of time
- A “can do” attitude and desire to learn
- Ability to follow instructions and exercise independent decision making
- Creative and detail-oriented

General Duties

- May need to travel in town to obtain donations for events and fundraisers
- Assist in general office duties and responsibilities
- Adheres to all Candlelighters policies and procedures; including participating in all safety and staff development training

QUALIFICATIONS

To perform this internship successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Have a working knowledge and understanding of all office policies and procedures, computer programs and requirements, staff positions and duties, office machine function and operation, filing, data, and communication systems.

Position requires a current valid driver's license, proof of U.S. citizenship, background check and continuous personal automobile liability coverage.

To apply, send a cover letter and resume to la Faye Sison, Volunteer Program Manager at isison@candlelightersnv.org