

# **INTERNSHIP JOB DESCRIPTION**

## **A Family For Every Child/ Heart Gallery**

### **Sponsorship Program Research Intern**

#### **Intern/Volunteer Job Description:**

Be responsible for researching national and international sponsorship programs and represent A Family For Every Child's Sponsorship Program in hopes of recruiting sponsors and one-time donors.

#### **JOB SUMMARY**

Work with the Sponsorship Program Coordinators to research national and international sponsorship programs to come up with ideas on how to better improve our own program. This job will also require that you analyze data and be able to interpret ideas and apply them appropriately to our organization.

#### **INTERN RESPONSIBILITIES:**

Under the supervision of Katie Nelson and Christina Parra, the intern will:

- Look at other sponsorship programs online
- Contact sponsorship coordinators of other programs.
- Communicate possible improvements and ideas to Katie Nelson and Christina Parra as well as the Executive Director and Associate Director of A Family For Every Child.
- Interpret ideas and apply the new ideas to our program.
- Be creative and come up with ideas of improvement

#### **EDUCATION NEEDED:**

Students and post grads encouraged to apply, but anyone is welcome. Must have basic computer knowledge and be a quick learner.

#### **SKILLS/QUALIFICATION REQUIRED:**

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Computer skills
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines
- Creative

**PERSONALITY BEST SUITED FOR THIS POSITION:**

We seek a person who is outgoing, driven, dedicated, and wants to make a difference in their community.

**EXPERIENCE OR SPECIAL SKILLS DESIRED:**

A Family For Every Child Sponsorship Program needs a team player, someone who has a strong attention to detail, and who follows through with their assignments.

**SCHEDULE:**

3-6-9 month commitment, depending on size of event and how many we do 9 hours a week Until Event is over and all donors are thanked, all data is recorded

**CONTACT:**

Volunteer Coordinator

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