

Misericordia Foundation
Development Intern, Events and Public Relations
Summer Term

As a Development Intern at Misericordia, students will assist in the following areas:

- Planning and execution of major events for Misericordia
- Assist in overall communications and media projects involved with Misericordia public relations

Responsibilities and Tasks

- Assist with various mailings concerning event invitations and sponsorship
- Work with the Marketing Manager to contribute to content articles for print, website and social media
- Cataloging and organizing event supplies and auction items
- Assist with general day-to-day operations within the Development Office
- Other duties as assigned and needed

Students will report to Lois C. Gates Executive Director of the Misericordia Foundation, and her team, Anne Mills, Development Officer, Dorie Finnegan, Development Officer and Julie O'Sullivan, Creative Arts Director and Marketing Manager. Students will work closely with various other members of the Development team. The ultimate goal of this internship will focus developing skills concerning the various aspects of event planning and public relations as they relate specifically to nonprofit development and fundraising. These include but are not limited to: volunteer coordination, writing, donor software, finances and budgeting, and other forms of communication.

Qualifications:

- Proficient in the Microsoft Office Suite
- Organized and flexible, willing and able to adapt to new situations
- Strong writing skills
- Interest in nonprofit development
- Comfortable working with persons with developmental disabilities

**Please note that this is an unpaid position, however students that secure this internship will receive a \$2,000 stipend from JCU.*