

Title: AIDS WALK Promotions Intern

Description:

The Development Team at AIDS Action Committee (AAC) is looking for an intern to help promote AIDS WALK 2019. Supervised by the Manager of Fundraising Events, this internship will primarily be focused on outreach events and promotion of the walk through various social media platforms. The intern will assist the Development Team on various projects including developing and executing a social media plan, conducting outreach to event participants and organizers and creating fundraising and recruitment strategies for peer-to-peer fundraising methods.

This is a great opportunity for someone who wants to gain exposure to social justice issues as well as for someone interested in fundraising, event planning, marketing and public relations. Join us and learn about or gain further experience in special events fundraising and non-profit development. All ethnicities, gender identifications, backgrounds, etc. are encouraged to apply.

Projects and Learning Outcomes:

- Gain experience in fundraising event logistics and production, and how to effectively work with vendors and volunteers to produce a successful large-scale fundraising event
- Learn cross-team communications and project management skills, content creation for outreach, promotional materials and social media campaigns, how to use web-based fundraising platforms, and gain exposure to specific development terminology
- Learn how to translate a nonprofit's mission and services into compelling content for promotional activities
- Gain planning, communication, and donor relations experience by assisting with organizing participant recruitment and fundraising events, and staffing information tables
- Obtain first-hand experience with event planning and event execution on the day of the WALK

Preferred Qualifications:

- Familiarity with social media platforms such as Facebook, Twitter, Snapchat and others
- Enrolled in a college degree program
- Experience working in an administrative office setting preferred
- Strong desire to work in non-profit development and or fundraising
- Able to work independently and part of a team
- Strong communication (oral, written, and presentation) skills preferred.
- Experience with Excel and building Excel models strongly preferred.

Compensation: Unpaid Internship – Must earn school or academic credit

Desired Majors: Liberal Arts, Public Relations, Journalism, Communications/Marketing, English, or Business

Approximate Hours/Week: 20 hours, flexible schedule

Location:

75 Amory Street
Boston, MA 02119

How to Apply:

Please send a resume and cover letter to:
Liz Roderick, Manager of Fundraising Events
LRoderick@fenwayhealth.org

AAC description:

AIDS Action is New England's largest provider of services to people living with HIV/AIDS and populations at risk of infection. AIDS Action leads the state's Getting To Zero Coalition, which seeks to reduce the number of HIV infections to zero and operates a needle exchange that serves as an entry point to healthcare services for active substance users. In 2013, AIDS Action became a part of Fenway Health, which works to make life healthier for the people in our neighborhoods, the LGBT community, people living with HIV/AIDS and the broader population.