

POSITION DESCRIPTION**Position Title: Event Development Intern****Division: Development Department****Reports to: Event/Development Assistant****Status: Internship (Unpaid)****Duration: 6 months OR 12 months****General Summary:**

Alzheimer's Orange County is seeking an individual with excellent communication skills, is detail oriented, punctual and will be an asset to the development team. This internship is an excellent opportunity to learn and experience the development of events and the behind the scenes work of a well-established nonprofit organization.

Essential Job Functions

- Support to the Development Team
- In-Kind Donation procurement and tracking
- Post-Event follow ups – Scheduling pickups and deliveries of auction items, retaining complete contact information for new constituents and collecting outstanding balances
- Handwritten thank you notes and mailings
- Walk/5K outreach
- Data Entry (Registrations, offline donations and constituent information input)
- Distribution of Event Promotions
- Calling potential sponsors or donors
- Assistance in securing event elements (entertainment, refreshments, etc.)
- Event Support (Registration, Silent Auction, Volunteers, etc.)

Minimum Requirements:

- Completed or working toward a Bachelor's Degree or Master's Degree
- Interest in Events and Development
- Excellent written, verbal and interpersonal communication skills
- Ability to work three business days, 3-4 hours each day
- Ability to work independently and with a team
- Excellent management skills, computer skills and effective interaction with people on a professional levels
- Ability to represent Alzheimer's Orange County in a professional manner
- Ability to lift a minimum of 25 lbs.
- Ability to work weekends, when needed (example: Event Days)

To apply, please review the qualifications listed. If you meet the qualifications, please submit the following:

1. **Cover letter that tells us how your education and experience fits with the job description and requirements and why you want to work for Alzheimer's Orange County.**