

# SAMPLE JOB DESCRIPTION

## Internship Opportunity

Looking for an intern ideally for both fall and spring semesters to assist with Special Event Planning and general non-profit administration. Position allows for exposure to HealthCare administration and opportunities for executive interaction and shadowing.

Main location will be at company headquarters with meetings to take place across the county so transportation will be required.

A stipend of \$500 per semester will be available at the end of each semester based on a successful experience.

This is a part-time, internship. Interested applicants should send resume and cover letter to [intern@company.com](mailto:intern@company.com).

### Internship Responsibilities (10 -20 hours a week)

- Non Profit Administration
  - Attend Foundation Meetings & Committee Meetings
  - Assist with Grateful Patient mailings
  - Assist with Circle of Hope Breakfast planning/implementation/follow through
  
- Special Event Management Gala/Golf (Fall/Spring)
  - Attend and participate in Gala/Golf Committee meetings
  - Help secure sponsorships and silent auction items
  - Assist with the Qtego and Raisers Edge database
  - Assist with mailings for sponsors and auctions items
  - Volunteer at events (October 6<sup>th</sup>) if available / Golf date TBD
  
- Other (Exposure to other aspects of HealthCare Administration)
  - Attend Tier II Huddles on available mornings 8:30am
  - Meet with Executive Leaders if interested (Kristin to set up)
  - Attend Leadership Team Meetings
  - Support A Day of Play – Saturday September 15<sup>th</sup> 8am-3pm if available
  - Attend Chamber luncheons with Kristin (when available)