

November 29, 2017



## **American Lung Association - Plymouth Meeting**

### **Plymouth Meeting Special Events Intern - Spring 2018**

#### Job Summary

Responsibilities include, but are not limited to, the following:

- Assist with fundraising, planning and logistics for upcoming programs and events
- Assist in marketing efforts to promote events including pr, eblasts, social media and web advertisements
- Soliciting in-kind donations for the events
- Work with the Development Team to cultivate new corporate partnerships in order to secure funding
- Communicate event details and fundraising information to participants through telephone calls and emails
- Recruit new participants through community events, corporate calls, athletic groups, social media and more
- Cultivate relationships with current donors and event participants through fundraising and outreach calls
- Aid in the recruitment and management of volunteers
- Draft and send communication to volunteers and attendees before and after events
- Database management
- General office work including attending staff meetings and taking part in the organization's decision making process
- Participate in Health Fairs/Wellness Events
- Other administrative duties as assigned by the Development Director
- Attend occasional special event committee meetings and special events (when possible)

#### Qualifications:

- Experience or interest in event marketing
- Excellent written and verbal communication skills and comfortable making unsolicited phone calls
- Excellent organizational skills and ability to handle multiple tasks
- Must be able to manage projects with goals and deadlines
- Enthusiasm to learn and a team player

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- Proficient with e-mail, Microsoft Word, Excel, Publisher and social media outlets
- Ability to work some weekend and evening hours

Salary: Unpaid Internship

Job Type: Internship

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Job Location:

- Plymouth Meeting, PA

Please review all application instructions before applying to American Lung Association.

Apply at: <https://www.indeed.com/cmp/American-Lung-Association/jobs/Special-Event-Intern-de86c657f4f301c0?q=internship+spring>

Or

[www.indeed.com](http://www.indeed.com)