INTERNSHIP, SPECIAL EVENTS AND FUNDRAISING

The American Diabetes Association’s (ADA) mission is to prevent and cure diabetes and to improve the lives of all people affected by the disease. Our programs and services serve all populations of people with diabetes – Type 1 (often referred to as Juvenile diabetes), Type 2 (often referred to as adult-onset diabetes), gestational diabetes (in women during pregnancy), and pre-diabetes.

The Jacksonville branch of the ADA seeks to fulfill our mission with many programs, events and services that serve all in the Northeast Florida/Southeast Georgia area.

DESCRIPTION

Interns will work directly with ADA staff and gain valuable skills while assisting with event promotion and planning, account recruitment and management, and volunteer outreach for the American Diabetes Association. Interns will focus efforts on one event/project based on the time of the internship and what presents the greatest need of assistance.

This unpaid internship can provide school credit, portfolio-building experience, a flexible schedule, fun environment, and valuable experience in the non-profit, public relations and event-planning industries.

Candidate must be energetic, a team player, results-oriented and dedicated to the achievement of personal and team goals. This internship requires a candidate with confidence in interpersonal communication, comfort with phone cultivation and a passion for making a difference in the lives of people with and affected by diabetes.
REQUIREMENTS

Interns will be asked to do various tasks based on the event/program they are serving. Each event/program has specific needs that can be discussed prior to beginning the internship. Some typical job functions include (but are not limited to):
- General event preparation, execution and follow-up/evaluation
- Conduct telephone outreach to engage participants in the local signature fund-raising events
- Attend designated local Health Fairs and assist ADA staff with corporate Kick Off events
- Coordinate Signature Event logistics
- Communication with vendors, participants and volunteers via multiple channels
- Working with Microsoft Office; primarily in Word and Excel (ie: updating media and contact lists)
- Creating and editing promotional materials
- Assisting staff members with administrative tasks
- Some travel may be required

For more specific details and/or to begin this exciting internship opportunity please contact:

Mandy Intravaia
Associate Director, Step Out and Communications
(904) 730–7200 x3103, FAX: (904) 730–7933
aintravaia@diabetes.org

7825 Baymeadows Way, Ste. 104A
Jacksonville, FL 32257
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