

**American Red Cross
Fundraising and Event Intern**

Full or part-time, unpaid
Flexible hours

Position Summary

The American Red Cross Southwestern Pennsylvania Chapter seeks an enthusiastic, confident intern to assist with special events and other fundraising activities. This is an excellent opportunity for an undergraduate or recent graduate to become familiar with event planning and fundraising in a nonprofit setting.

Core Responsibilities

- Solicit and assist with managing auction item procurement for the Red Cross Ball.
- Assist with logistical planning of the Red Cross Heroes Breakfast.
- Manage canning efforts and other grassroots fundraising initiatives.
- Cultivate relationships with schools and community groups to promote third party events.
- Investigate new fundraising opportunities for the Chapter.
- Attend events as needed.
- Assist in overall Financial Development operations and planning.
- Assist with other projects as needed.

Requirements

- Excellent written and oral communication skills.
- Must be comfortable soliciting donations in a face to face setting.
- Reliable transportation, ability to travel to offsite locations.
- Knowledge of basic Microsoft office software (Word, Excel, etc).

About the American Red Cross

The American Red Cross is a nonprofit organization that provides relief to victims of disasters and helps people prevent, prepare for and respond to emergencies. The Southwestern Pennsylvania Chapter serves more than 1.6 million individuals in Allegheny, Fayette, Greene, and Washington counties. Locally, the Red Cross provides relief to the victims of more than 400 disasters each year, helps families by facilitating more than 2,600 emergency messages between our deployed men and women in uniform and their loved ones here at home, and trains almost 50,000 individuals in lifesaving skills.

To Apply

Please email cover letter and resume to Renee Willow, Volunteer Coordinator at WillowR@usa.redcross.org or mail to American Red Cross, ATTN: Renee Willow, 225 Boulevard of the Allies; Pittsburgh, PA 15222. Please indicate your availability in your cover letter.

Deadline

Deadlines are one month prior to start of semester. (Fall: mid-August; Spring: mid-December; Summer: mid-May)