

LUPUS FOUNDATION OF PENNSYLVANIA

INTERNSHIP OPPORTUNITIES

100 W. Station Square Dr, Landmarks Building
Pittsburgh, PA 15219

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www.lupuspa.org

Development and Marketing

Special Event Planning ♦ Grant Research/Writing ♦ Fundraising
Public Relations ♦ Public Service Announcement and Copy Writing

This position requires excellent written and oral communication skills. This individual will focus on several fundraising efforts. Solid organizational skills are essential in balancing tasks effectively. This position is well suited for public relations, writing, marketing and communications students.

Communication Studies

Community and Corporate Relations

This individual is required to research local events and organizations that may have a potential interest in the Foundation. They should have excellent written and oral communication skills to communicate with people from different venues. Finding different organizations to partner with the Foundation or groups who can benefit from sharing information and creating bonds is the overall goal of this position. Marketing, communications, and business students will develop valuable skills in this position.

Media Management and Production

Media Messaging ♦ Web Design and Internet Promotion

This position calls for an individual who has experience using social networking sites for professional means, as well as web design knowledge, and multimedia skills. Individual should be able to create media messaging in print, digital sound and video. Writing experience is a plus. Communications, journalism and computer science students are encouraged to apply.

Awareness/Patient Services

Advocacy ♦ Awareness Mailings/Materials

This individual will be responsible for contacting churches, schools and other organizations to generate more awareness in the Pittsburgh area. They will also shadow the Patient Services Director in helping new patients learn about and cope with lupus. They will be able to attend Education Seminars and Medical Symposiums. Nursing/health care students will learn about lupus and explore career options.

Database Management

Update database records ♦ Update physician listing

This position requires complete confidentiality pertaining to the sensitive nature of information recorded in the database. This individual will also answer phones and assist with any mailings or administrative tasks. Communication, computer, and organizational skills are required for this position.

The Lupus Foundation is a nonprofit organization with the mission to promote awareness, education, service and research for those affected by lupus.

These are unpaid internships available year-round and can be used to earn college credits. All of these opportunities offer the chance to develop career skills and networking resources in a positive environment. Resumes and cover letters should be sent via mail, fax or e-mail to the attention of Shelly Tonti, Branch Director.