

Special Events Intern, Summer/Fall 2019



We are seeking an all-star to support our 3 Oregon Houses and help expand our services to families with seriously ill children -

Ronald McDonald Charities of Oregon and Southwest Washington (RMHC Oregon) has been expanding and we are looking for passionate people to join our team. We are looking for a Special Events Intern that will help us continue to serve families in Portland.

The Special Events Intern will support the Special Events Manager and the Development team at Ronald McDonald House Charities® of Oregon and Southwest Washington (RMHC). In this role, s/he will help organize and plan events that support RMHC's role in providing a "home away from home" for families with seriously ill children.

This is a part-time, unpaid, internship position starting in May 2019 and continuing through December 2019. This position reports to the Special Events Manager and will be based at our East House at 2620 N Commercial Ave, Portland OR 97227.

About You:

- You are a people person that is welcoming and compassionate with a knack for being creative and thinking outside of the box.
- You enjoy working with all kinds of people and are comfortable talking on the phone, sending emails, and communicating with new people.
- You are organized, efficient, and have an eye for detail. You think on your feet and have the ability to adapt to a changing environment.
- You are looking to work with our amazing Oregon team and for an organization that was voted on of Oregon's Top 100 nonprofits to work for in Oregon.

About Us:

- Ronald McDonald House Charities of Oregon and SW Washington provides a "home away from home" for families with seriously ill children, and supports initiatives to improve pediatric health.
- Our independent statewide chapter is 34 years old and in 2019 will be operating four Ronald McDonald Houses where 79 pediatric patients and their families will stay for free and supported by specialized programs and care. For more information on our mission, history and programs, please visit www.RMHCOregon.org
- Join our passionate, fun-loving team as we strive together to provide a much-needed service to families from all over the world who come stay at our houses.
- In 2018, we were inducted into the Hall of Fame for being a Top 100 nonprofit to work for 10 years in a row!

Primary Duties and Responsibilities



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- Provide planning and organizational support to the Special Events Manager on a variety of events including annual Stronger Together 5K Walk, Run & Roll, Golf Tournament and Gala.
- Data entry into Greater Giving database (training will be provided).
- Assist in the coordination of auction item procurement including company outreach, receiving items in-hand, and keeping up-to-date documentation (via email and phone calls).
- Write descriptions for silent auction items.
- May be asked to assist in other departments such as communications, marketing, or programs as needed

Skills Required:

- Great attention to detail – comfortable with data entry and proof reading
- Able to communicate in a professional manner with donors and volunteers (both written and verbal)
- Comfortable with using Google suite, Excel, Microsoft Word, and Power Point
- Interested in learning new databases
- Strong reading and writing skills
- Excellent organizational skills
- Strong time management skills
- Able to lift 40 pounds.

Work Environment:

Most work is conducted in a collaborative and dynamic office environment. Attendance at RMHC Oregon signature events may be required and such work may be indoors or outdoors, possibly in hot or wet weather. In conjunction with events, employee will be required to lift packages (up to approximately 40 pounds) and stand for long periods of time.

To apply, send a resume to raise.love@rmhcoregon.org

The Ronald McDonald House Charities of Oregon and SW Washington is an Equal Opportunity Employer. We encourage all qualified individuals to apply for positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.

