

Intern Job Description: Program and Fundraising Events Intern Heroes for Children – Houston, TX



Purpose:

To further the mission of Heroes for Children by assisting with program and fundraising events and other development activities in our Houston, TX office.

Duties and Responsibilities:

- Serve as a team member in our Houston office – working side-by-side with the Event Coordinator and South Texas Area Director to assist with program and fundraising events
- Assist with communication, administration, volunteer management, and logistics for program and fundraising events
- Provide support for on-going activities including event administration and development
- Manage event participants and donor data in software programs
- Attend and participate in event related activities and meetings

General Requirements:

- Self-motivated, team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities in a fast-paced environment.
- Strong organizational skills, with keen attention to details, as well as excellent problem solving abilities.
- Excellent oral and written communication skills.
- Proficient in Microsoft Office, specifically Word and Excel. Donor database experience preferred.
- Currently working towards a degree at a university, college, or trade school, in a related field.
- This internship is open to all majors; emphasis on Nonprofit Management, Fundraising, Event Planning, Program Management, Business Administration, Operations Management, and Project Management.

Work Schedule/Time Commitment:

- Flexible schedule with the ability to work occasional evenings and weekend events as needed, approximately 10-15 hours/week, with exact days and times to be determined according to your school schedule.
- This internship is unpaid; however, there is the potential for academic credit.

To apply for this internship, please send a cover letter and resume to careers@heroesforchildren.org.