



Event Internship Opportunity

Organization: American Lung Association in Michigan
Address: 1475 E. 12 Mile Road, Madison Heights, MI 48071
Web site: www.ALAM.org

Intern supervisor
Hillary Gnewkowski, Development Manager
hillary.gnewkowski@lung.org

Internship time period:
Internships are available for the following semesters – Fall 2016 and Winter 2017

Internship responsibilities:
Have you participated in or are you familiar with an athletic event (5k, walk, relay, etc.)? Can you lift a box that weighs 40 pounds? What are your thoughts on pop culture, juicing, and reality television? Do you run on caffeine and adrenaline? Rate your sense of urgency of a scale of 1 to 10.

We have an exciting opportunity for an intern seeking hands-on experience in any of the following fields: event planning, public relations, or marketing. The primary function will be to assist in planning the American Lung Association's upcoming events. Specific duties will include all areas of event preparation: coordinating event logistics and volunteers, preparing/producing marketing and media materials, preparing print materials, building sponsorship relations, community relations, volunteer and participant recruitment, and correspondence with event venues and staff. This is an ideal opportunity for someone who enjoys a fast paced environment and wants to be a part of building and growing great community events.

Required skills/training:
The ideal candidate will have excellent organization skills, strong verbal and written communication skills, general office skills, and be proficient with MS Word, Excel, etc. Ownership is huge – we like to give interns a task and see them run with it. Flexibility, self-motivation, reliability and enthusiasm are key factors to success in this position. A sense of humor is a must – we have mad, crazy fun here! Previous event marketing, public relations experience, or social media knowledge is a plus.

Junior status and above preferred. GPA of 2.5 or above required.

Internship period and preferred hours:
Our office is open 8:30am-4:30pm, Monday through Friday. Intern must work a minimum of 8-12 hours per week. Specific weekly schedule will be determined on an individual basis. Beginning and end date of internship will be based upon weekly schedule.

Compensation:
Although this is an unpaid/volunteer internship, we are more than happy to work with you to fulfill any requirements for credit.

Interested applicants should send a cover letter and resume (include GPA) to:
Hillary Gnewkowski at hillary.gnewkowski@lung.org