



National Kidney Foundation®

of Illinois

Special Events Intern

The National Kidney Foundation of Illinois is seeking a Special Events Intern to assist with events and fundraising projects. This position will assist the development department in the production of events, solicitation of donations, coordination of volunteers and participants, and execution of event logistics.

Essential Duties and Responsibilities:

- Phone communication with event attendees
- Solicitation of in-kind donations from local vendors and sponsors
- Assist with development of marketing and promotional materials
- Assist with management of event social media
- Assist with event logistics, planning, and execution, including day-of event management
- Data entry and administrative support
- Attend NKFI special events that occur during internship
- Other duties as assigned

Qualifications:

- Excellent writing, research, communication and telephone skills
- Proactive work ethic, self directed
- Highly organized with strong time management skills
- Proficient in Microsoft Office Suite, as well as ability to learn additional software
- Previous event planning, fundraising, or volunteer management experience a plus

Candidates interested in special event planning, fundraising, and non-profit administration are encouraged to apply. Minimum requirement of 10 hours per week, schedule can be flexible with hours between 9AM-5PM Monday through Friday. This is an unpaid internship. When applicable, the NKFI will work with schools to provide course credit.

Interested candidates should email a cover letter and resume to Abigayle Slade, Special Events Coordinator, at aslade@nkfi.org. No phone calls please.

The NKFI provides equal opportunities to all qualified applicants and staff members in every phase of employment without discrimination or harassment on the basis of race, color, religion, sex, marital or parental status, age, national origin, ancestry, disability (except where the individual cannot perform the essential job functions despite reasonable accommodation), sexual preference, military discharge, source of income, or housing status.