

Program Intern Position

The Hope Foundation of the Mahoning Valley is a non-profit 501 (c) (3) organization. Our mission is the furtherance of charitable and financial support and volunteer services to and for chronically and/or terminally ill children. Hope Foundation of the Mahoning Valley is seeking an unpaid student intern to assist with marketing, fundraising and governance functions for approximately 10 hours a week during the school year.

Description: Under the supervision of the Executive Director and staff, Interns will provide assistance and development the programs and administrative functions. Specific duties will be interacting with HFMV key stakeholders including participants and community partners, donors, board and committee members and staff, planning events, assisting in research and coming up with documents, general support, operations and marketing departments.

Marketing: Assist with identification of contacts and distribution of promotional literature to relevant referral sources. Assist writing press releases, web content management and putting together online stories, newsletters and monthly email blasts to our email list. Develop creative ways to market the organization and come up with new ways of advertising.

Fundraising: Assist with follow-up phone calls to people who have attended event, write fundraising letters and assist with mailing. Help with planning and implementing a benefit/fundraising event. In addition, come up with new ways of fundraising and researching to see if they are beneficial, while putting a plan in place for that event.

Governance: Assist work with a committee of the Board to research and identify needs, gather samples from other organizations and write policies. Research and recommend adjustments of events and upcoming segments. Assist with writing and implementing a new strategic plan.

Qualifications:

Ability to act as a liaison for HFMV by providing high quality services to HFMV internal and external customers including volunteers and participants, partner organization, donors, and the public at large.

1. Graduate student or experienced undergraduate in relevant field (non-profit management, business, social work, education etc.) Basic computer processing skills including MS Office.
1. Excellent oral and written communication skills.
2. Personal qualities of initiative, organization, completion, reliability, flexibility, curiosity, energy and collaboration.
3. Ability to work with a range of people and show sensitivity to individual differences.
4. Schedule is flexible as agreed upon by supervisor and intern. Hours will include, but not limited to weekday and weekend work.

Compensation: Internships with the Hope Foundation of the Mahoning Valley are not paid, but offer valuable hands on experience. HFMV internship will provide applicants with a strong background in areas required for success in any business. Course credit may apply.

To Apply: Please submit a resume, cover letter and along with 2 letters of reference. Applications are accepted on an on-going basis, to: info@hopemv.org.