



the **Aliveness** project

## **Communications and Events Intern**

The Aliveness Project was founded as a community center for and driven by people living with HIV. For over 30 years, we have been facilitating connection to community, offering nutrition & wellness services, and linking our members to resources to lead fulfilling & healthy lives.

### **Responsibilities Include**

- Creating social media posts and assisting with email communications
- Assisting with planning and executing fundraising special events, including Dining Out For Life and third-party fundraisers
- Other duties as assigned

### **An ideal candidate must**

- Be flexible, hard-working, and creative
- Be committed to the mission of The Aliveness Project
- Possess solid oral and written communication skills
- Has a background in design and/or photography
- Be proficient using Microsoft Office applications and social media outlets

### **Time Commitment**

12 hours per week from January- May. Flexible schedule during The Aliveness Project's business hours: 9:00 AM – 5:00 PM Mondays-Thursdays and 9:00 AM – 4:00 PM on Fridays. There is the potential to work from home occasionally.

### **Compensation**

This is a paid position – stipend of \$150/month - with school credit if allowed by the college/ university of applicant.

### **Benefits**

- Gain experience in marketing, communications, and/or event planning in a non-profit setting
- Strengthen our community by supporting the work of The Aliveness Project
- Tailor internship to fit into career goals! Build your portfolio, network, or reach your professional development goals

### **Training:**

One 45 minute training and orientation session required, which includes volunteer paperwork and a background check. Basic information about HIV/AIDS is provided and in-depth education is available upon request.

**To Apply**

Email cover letter and resume to Laura Henry, Volunteer Manager, at [laura@aliveness.org](mailto:laura@aliveness.org). Call 612.822.7946 ext. 221 or email [laura@aliveness.org](mailto:laura@aliveness.org) for any questions.

**Spring 2019 Communications and Events Internship - Potential Tasks****Dining Out For Life**

- Create list of new restaurants and restaurant groups to invite to participate in Dining Out For Life
- Create social media videos and posts
- Reach out to restaurants who have participated in past to secure their participation
- Assist with the recruitment of volunteer ambassadors
- Work with the Events Coordinator and the Volunteer Manager to create videos to train volunteer ambassadors and participating restaurants.

**Spring Food Drive**

- Create Facebook event
- Promote on social media
- Attend one food drive shift

**Third-Party Events**

- Create social media posts for events
- Attend occasional third-party event with staff to represent Aliveness

**Other Tasks as Assigned**

- Data entry in Salesforce and Access
- Fold letters and assist in mailings