



Position Announcement

Special Events Volunteer/Intern

January 2010

Position: Special Events Associate Volunteer/Intern

Focus Areas: Fundraising, Marketing and Event Management

Position Type: Volunteer/Intern (unpaid), Flexible hours/week

Duration: February 15, 2010 – June 30, 2010 (possible extension based on performance)

Location: Chicago, IL

Application Deadline: February 8, 2010

Description of Organization: The Illinois Caucus for Adolescent Health (ICAH), in partnership with youth, advocates for sound policies and practices that promote a positive approach to adolescent sexual health and parenting. Our strategies to support this mission include youth leadership development, grassroots organizing, policy analysis and development, legislative advocacy, and youth and adult training.

We focus on three initiatives: 1) sexual health care access; 2) comprehensive sexuality education in schools and communities; and 3) supportive programs for pregnant and parenting youth in completing their high school education. With a small but diverse staff, we maximize our impact by participating in partnerships and collaborative efforts. ICAH is an equal opportunity employer and values diversity in all its definitions.

Description of Position:

ICAH seeks a volunteer/intern to assist in the development, planning, execution, and evaluation of a major fundraising event in June 2010. The Special Events Volunteer/intern will work in collaboration with ICAH staff, board, and community members to plan a special event to promote ICAH's policies and priorities while fundraising to an audience of 150-200 people. This internship/volunteer opportunity will provide hands on experience in marketing, fundraising, event planning and management, and sponsorship development.

Essential Duties and Responsibilities:

- Research, coordinates, and assists with fundraising events
- Attend and provide suggestions at planning meetings
- Assist in securing event sponsorship
- Draft fundraising invitations and promotional material
- Coordinate logistical needs for events
- Maintain and adhere to the agency event calendar
- Staff registration or other necessary duties at events
- Maintain a database of invitations and RSVPs
- Market events in appropriate venues in an effort to increase attendance
- Represent ICAH in a positive and professional manner
- Assist the development team in reaching our \$30,000 event fundraising goal
- Performs other duties as necessary

Position Qualifications:

Education

- At least a high school degree or GED

Knowledge, skills and abilities

- Experience in development, fundraising, event planning, marketing or non-profit organizations

- Comfort and experience with being a self-starter
- Ability to thrive in a high-paced social change environment
- Ability to self-initiate projects and achieve tangible results
- Ability to work independently and in a team setting

Proficiency in the use of computers for

- Word processing
- Database management
- Excel
- Internet
- Social networking (MySpace, Facebook, etc.)

Personal Characteristics

Staff should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organized:** Set priorities, develop independent work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Working Conditions

- Intern usually works in an office environment but the purpose of the project may sometimes take them to non-standard workplaces.
- Intern may work flexible hours/work week

To Apply:

Qualified candidates please send cover letter and resume to Rebecca Lutz, Development and Communications Coordinator at Rebecca@icah.org or via mail to: Rebecca Lutz, Illinois Caucus for Adolescent Health, 226 S.Wabash Ave. Suite 900, Chicago, Illinois 60604. No phone calls please.