



Development and Special Events Volunteer Internship

The Development and Special Events intern will work on a variety of projects including event planning and on-site event coordination. Duties include working with CHS's volunteers, telephone solicitations, as well as assisting with mailings, filings, data entry and other administrative tasks related to in-kind solicitations for special events. Examples of specific projects for this spring/summer include telephone solicitations for in-kind donations, letters to local businesses for auction items, assisting with event mailings, assisting with event set-up, data entry in auction-pay for tracking of auction items.

Time Commitment: approximately 15-20 hours a week through August 31, 2011.

Requirements: Excellent oral and written communication skills; proficient in Microsoft Office; some graphic design/layout experience helpful; able to communicate with people on various levels.

Expected Assignments: Work directly with the Director of Development to coordinate multiple aspects of the Homecoming Carnival, Young Friends Group, and Summer Dinner Auction, assist in contacting and securing in-kind donations; participate in writing, layout and design of promotional materials, data entry in auction-pay to keep track of auction items.

Send all inquiries to:
Director of Development
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(314) 968-2350, ext. 222