



Special Events & Marketing Intern

Job Posting

Thanks to the Grigg Lewis Foundation, Workership Program, Niagara Hospice is seeking a Paid Special Events & Marketing Intern position for a student with career goals in the marketing and event planning fields.

The workership exists to support fundraising efforts and is instrumental in helping to promote Niagara Hospice special events and other fundraisers in the community.

Responsibilities:

- Assist with fundraising/non-fundraising efforts, including event planning, soliciting donations, sponsorships, and secures prizes for raffles, auctions, etc.
- Help design print collateral, direct mail pieces, displays, etc. related to the event
- Communicates with outside vendors
- Coordinates purchase of food and beverages, orders supplies and assists with determining and securing appropriate décor
- Coordinate media presence at major events; assemble media kits as needed
- Write copy for news releases, PSAs, newsletters and other collateral
- Provide assistance with agency website updates and monitoring social media accounts
- Review daily online and print news for organizational coverage and health industry news and themes

Qualifications:

- Must be enrolled in an Accredited College majoring in Marketing, Hospitality, Business, or a related field.
- Must reside in Eastern Niagara County or be enrolled at NCCC or NU
- Ability to work at least 30 hours per week onsite, Monday – Friday 9a-3p.
- Excellent telephone etiquette and communication skills
- Proficient in MS Office applications
- Able to work some nights and weekends when/where events are taking place

Grigg Lewis Foundation, Workership Program Internship at Niagara Hospice will be for approximately 250-350 hours through May and August.

If you have an empathetic approach to helping others and making a difference in the community, we invite you to apply. Visit us at NiagaraHospice.org. Please apply online at www.niagarahospice.org/careers. EOE