



EVENT & MARKETING INTERN – PAID INTERNSHIP

SUMMER 2024

ABOUT:

Kids Cancer Alliance, Inc. is seeking a qualified events/marketing intern to leverage their skills and experience to play a key role in the success of our summer fundraising efforts, with a particular focus on event coordination and social media marketing. The Event & Marketing Intern will work on Kids Cancer Alliance events, including our Concert for the Cause gala, golf scramble, third party events, and more. This intern will also work to create content for our social media channels (Facebook and Instagram) promoting our events and mission. This position may include time at programs including Camp KCA to capture photos and videos. Ideal candidate will be highly organized, excel in a workplace that is fast-paced and dynamic, communicate clearly and professionally, and can focus on the details of special events. This role reports to the Philanthropy Director.

The Event & Marketing Intern position is based at our Louisville, KY office, requiring an in-office presence and may include limited regional travel. Hours will be mutually agreed upon and some hybrid work may be available. Internship will ideally take place June – August. Responsibilities include, but are not limited to: supporting and contributing to event planning and logistics, day of support, volunteer coordination, and creating social media content.

The Event & Marketing Intern must have excellent verbal and written communications skills and an understanding of social media best practices and trends. This position must be able to work independently as well as be a team player with a willingness to jump in and help wherever needed.

OUR MISSION:

Beginning with our first oncology camp in 19812, thousands of brave and amazing kids have found a reprieve from fighting cancer and a powerful alliance of support at Kids Cancer Alliance.

Over the years, we've expanded and created new programs to meet the needs of the families we serve. We provide sibling and family programs, in-hospital and financial support, quarterly events and more. And thanks to our donors and volunteers, it's all still absolutely free for everyone.

All of our programs are designed to achieve our mission of enhancing the quality of life for children with cancer and their families. Kids Cancer Alliance, Inc. is a registered 501(c)3 non-profit organization.

QUALIFICATIONS:

The ideal candidate demonstrates:

- Strong interpersonal communication skills.
- Strong writing and editing skills with attention to detail.
- Ability to function independently with minimal supervision.
- Able to manage multiple tasks and meeting deadlines.
- Experience using a computer and G-Suite.

- Experience with Facebook and Instagram. (Experience posting for a business or non-profit preferred.)
- Flexible schedule, as some evenings and weekends are required. **Must be available Saturday, August 24.**
- Must be physically able to participate and lead activities to involve walking, lifting, kneeling, crouching, etc.
- Authorized to work in the U.S. and must consent to and pass national background check.
- Requires valid driver's license and reliable means of transportation, as regional travel required.
- Proof of COVID-19 vaccination required.

PREFERRED MAJORS/MINORS

Marketing, Communication, Digital Media, Strategic Communication & Social Media

COMPENSATION:

Hourly rate of \$12-14 based on experience. Position will ideally average 15 hours per week based on mutually agreed upon schedule.

APPLICATION PROCESS:

Interested and qualified candidates should apply at www.kidscanceralliance.org/jobs

No phone calls or drop-ins.

One professional references will be requested during the selection process.

Position will remain open until filled. Interviews will be conducted on a rolling basis.

To learn more about Kids Cancer Alliance, visit www.kidscanceralliance.org.

Kids Cancer Alliance, Inc. is an Equal Opportunity Employer