

Positive Impact Health Centers, Inc.
INTERN DESCRIPTION

Title: Develop and Communications Intern

Employee Classification: Unpaid Internship

Department: Development and Communications

Supervisor: Olivia Chelko-Long, VP, Development and Communications

Date: May 10, 2017

Positive Impact Health Centers is a non-profit agency that provides HIV prevention services, support services, clinical care, behavioral health, substance abuse services, housing, and advocacy to the 20 county Atlanta area.

General Narrative Description of Position: The Development and Communications Intern will assist with fundraising events and development activities to further the mission of Positive Impact Health Centers. The position will provide a wide range of general support to the Vice President of Development and Communications. In return, Positive Impact Health Centers will provide an opportunity to gain experience in the field of fundraising, event planning, communications, philanthropy, and donor management.

Intern Responsibilities:

- (1). Support staff with logistics associated with annual events including sponsorship requests – AIDS Walk (Oct. 22nd) and Party with Impact (Sept)
- (2). Assist with social media and communication with walkers, sponsors, donors, and supporters
- (3). Help with donor engagement including empowering walkers to meet their individual walk fundraising goals – team goal of \$100,000
- (4). Generate awareness of Positive Impact Health Centers ‘events in the community.
- (5). Recruit walkers (internally and externally) to join the walk team – goal of 150 walkers & 3 sub-teams
- (6). Assist with entry of data in the donor database
- (7). Track and provide detailed notes on contacts with all donors, walkers, and sponsors
- (8). Prepare ongoing reports on progress for supervisor and Board of Directors

Compensation: This is an unpaid position. There is an opportunity for school credit if allowed by the college/university of the applicant. Position offers an excellent opportunity to work on fundraising events directly impacting the Atlanta area. The internship start/end date and hours are flexible.

To apply: Email cover letter and resume to Olivia.chelko-long@pihcga.org.