

**Teddy Bear Cancer Foundation
Campaign & Event Intern
Job Description**

FLSA Status: Intern

Reports To: Communications & Events Director and Sr. Development Director

Direct Reports: N/A

GENERAL PURPOSE

The intern will work alongside the Fund Development team to support Teddy Bear Cancer Foundation's September initiatives. The role will support the planning and execution of the **Golden Gala**, TBCF's primary annual fundraising event on September 19th. The intern will assist with event logistics, coordination, and preparation to help ensure a successful event. Availability is required the day before the event, the day of the event, and the following day.

The **Gold Ribbon Campaign** is held in recognition of Childhood Cancer Awareness month. In the summer months leading up to September, the intern will assist with planning and implementing marketing, outreach, and fundraising initiatives designed to raise awareness and generate support for local families battling pediatric cancer.

ESSENTIAL FUNCTIONS

Auction Item Procurement and Tracking:

- Review list of previous years' supporting businesses and conduct annual requests to secure auction and raffle items, and gift cards for the event
- Research and compile a list of new businesses to outreach to for auction and raffle item requests
- Data input of procured items

Gold Ribbon Campaign Outreach:

- Outreach to local business to get TBCF canisters and QR codes placed in stores
- Communicate to businesses the many ways they can host a fundraiser during the month of September

Event Communications:

- Content creation for guest communications
- Content creation/editing for event promotions
- Assist in design/editing of event collateral pieces
- Drafting/design for stewardship related communication pieces to guests

Social Media:

- Help design social media posts according to TBCF brand guidelines
- Social posts will then be reviewed and posted by the Fund Development team

Event Mailing Support:

- Assist with event specific mailings

Event Committee Meetings:

- Assist in committee meeting preparation
- Attend a minimum of two committee meetings as requested

Skills required:

- Strong office computer skills
- An interest in learning more about non-profits and TBCF

CULTURE

The incumbent will join us in entering a culture focused on celebrating diversity and championing equity, while promoting accessibility to the community to allow us to live out our mission authentically. We are simultaneously focused on the well-being of our team and believe in a healthy work environment and competitive wages/benefits to allow team members to live a balanced life while fulfilling our mission. Team members are empowered to situationally lead in ways that will have a greater impact on the organization. We are a small team of thoughtful changemakers passionate about realizing TBCF's full potential while in service of families battling pediatric cancer on the Central Coast.

DEMONSTRATES TBCF TEAM VALUES

- Thoughtfully communicates with TBCF families, team members, Board members, volunteers, donors and community to provide white-glove support in all interactions.
- Participates in a culture of compassion with respect to internal and external operations.
- Demonstrates respect to team members and TBCF community by being present and punctual, as well as maintain strict confidentiality with sensitive or personal information.
- Upholds TBCF's high standard for transparency in operations.
- Works collaboratively with team members and larger community in all efforts.

QUALIFICATIONS / KNOWLEDGE, SKILL & EXPERIENCE

- College education in progress OR complete
- Proficiency in Microsoft Office and Canva required
- Experience with databases a plus
- Exceptionally well-organized, attention to detail, ability to manage deadlines and competing priorities
- Proven track record of experience in setting challenging goals and achieving them
- Comfortable working independently and contributing to a dynamic team
- Excellent written, verbal, and interpersonal communication skills
- Ability to work in fast-paced environment in a shared office space
- High level of professionalism and confidentiality

PHYSICAL DEMANDS

In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to allow different individuals to perform the essential functions of the job. Must be able to see, hear, speak and write clearly to communicate with employees and/or other customers; manual dexterity required for occasional reaching and lifting of small objects, and operating office equipment.

WORK ENVIRONMENT

In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow different individuals to perform the essential functions of the job within the environment. The office is clean, orderly, properly lighted and ventilated. Noise levels are considered low to moderate.

This job description does not list all the duties of the position. Other duties, as assigned or deemed necessary by management, may be required. Performance evaluations will use the contents of this job description as a basis for appraisal.

TBCF reserves the right to revise this job description at any time. This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required. The job description does not constitute a contract for employment and does not guarantee employment for any specified period. The job description does not in any way alter the at-will employment relationship.