



Events Intern Job Description (Entering Junior or Senior Year of College)

Who We Are

Founded in 1977, the Les Turner ALS Foundation is one of the longest-serving independent ALS groups in the country. For over 40 years, we have taken an individualized approach to ensure each person living with the disease receives the best quality of care and access to the most promising therapies. We treat each person like family, supporting them every step of the way, and provide their loved ones with answers and encouragement.

Our Les Turner ALS Center at Northwestern Medicine is led by the most well-respected and successful clinicians and researchers in the field, advancing vital care and research in pursuit of life-enhancing treatments and a cure.

Our mission is to provide the most comprehensive care and support to people living with ALS and their families in Chicagoland so they can confidently navigate the disease, and advance scientific research for the prevention, treatment and cure of ALS.

POSITION DESCRIPTION:

We are seeking an Events Intern to join our dynamic team of professionals in our Chicagoland office. This is a seasonal, paid, part-time internship, ideally starting in June through mid-October. You will report to the Events Manager. Your primary focus is to provide support with the execution of special events for the Foundation, although some administrative duties will also be necessary. The position is 24 hours a week, with the possibility of increased hours as needed just before an event.

YOUR DUTIES WILL INCLUDE:

- Assist with the recruitment of participants and volunteers for upcoming events
- Assist with raffle prize solicitation, packaging and mailing of prizes
- Assist with inventory, ordering and packing of supplies for events
- Assist with pre and post-event communication with registered and prospective event participants through various communication channels including email, phone, and mail
- Manage event responses and registrations through Raiser's Edge and Luminate Online Reporting
- Assist with post-event evaluation and surveys
- Collaborate on the development and execution of event materials (e.g. forms, signage, promotional items, fundraising incentives)
- Attend special events and provide onsite help including:
 - Strike Out ALS 5k and 1 Mile Run, Walk and Roll – Thursday, July 22, 2021
 - Matt Creen Golf Invitational – Thursday, August 12, 2021
 - ALS Walk for Life – Saturday, September 18, 2021
 - Team Race for ALS (Chicago Marathon) – Sunday, October 10, 2021
- Other miscellaneous tasks as needed to include database updates, clean-up, mailings, etc.

QUALIFICATIONS:

- Some college
- Ability to successfully handle multiple projects, meet deadlines and work independently, as well as part of a team
- Dependable, detail-oriented, team player, excellent writing skills

- Possess the ability to interact professionally with members of staff, board, vendors, volunteers and Foundation constituents
- Be comfortable working with people and families affected by ALS
- Must have a car and a valid driver's license
- Ability to work occasional weekend and evening hours to support events
- Proficiency with Microsoft Office applications
- Some knowledge of Raiser's Edge and/or Luminare Online a plus

What We Offer:

We offer a warm, friendly office environment full of highly motivated and inspiring teammates. Competitive hourly rate commensurate with your skills and experience.

To Apply:

Submit a cover letter and resume indicating your ability to work past the summer to jromack@lesturnerals.org writing "Events Intern" in the subject line. Applications will be accepted until the position is filled.

The Events Intern is a part-time, hourly, non-exempt position. The Foundation complies with the Fair Labor Standards Act and the Americans with Disabilities Act.