



## JOB DESCRIPTION

**Job Title:** Events & Outreach Intern

**Exempt/Non-Exempt/Contract/Intern/Temporary:** Intern/Temporary

**Full-Time/Part-Time:** Part-Time - 25 to 30 hours per week

**Hours:** Majority of hours will be between 8am-4pm Monday through Friday with nights and weekends as needed.

**Reports To:** Regional Director - Carolinas

---

### About 24 Foundation:

[24 Foundation, Inc.](http://www.24foundation.org) is located in the Dilworth neighborhood only a short walk from the city-center of Charlotte, NC. 24 Foundation is a registered 501(c)(3) non-profit charity located in Charlotte, North Carolina with a mission to inspire and engage communities to make an immediate impact on the lives of people affected by cancer. Funds raised support local and national cancer beneficiaries including: Levine Cancer Institute, Levine Children's Hospital, Queens University of Charlotte, IU Simon Cancer Center, Franciscan Health, and the LiveSTRONG Foundation. 24 Foundation provides charity non-competitive cycling and walking events - in Charlotte, NC and Indianapolis, IN - that are safe, fun and open to all levels of riding and walking abilities. Since 2002, 24 Foundation has raised over \$20 million and welcomed over 18,000 participants to be involved in its annual event series. For more information visit [www.24foundation.org](http://www.24foundation.org).

### Summary:

The Events & Outreach intern assists with the overall seamless functioning of 24 Foundation by helping with many of the outreach needs and general office assistance of the organization. Core functions of this position include supporting the Regional Director in stewardship and outreach with event participants, as well as assisting in administrative duties focused on event recruitment and fundraising. Tasks include pulling and analyzing reports from our fundraising platform, prepping event materials and logistics, and communicating with event participants and event sponsors. Intern will gain experience in working in a nonprofit organization, fundraising, database management, community outreach, and communications. The position requires a positive attitude, ability to work independently and as a team, and proven writing, editing, and customer service skills. Must be comfortable on the phone and willing to attend events. The intern must adapt to cover a wide range of tasks as needed to ensure the overall strength of 24 Foundation operation. Internship will be done in office from May - August.

### Essential Duties and Responsibilities:

- Assist with administrative duties
- Generate new leads in the Charlotte market
- Team Captain and fundraising communications
- Manage relationships with event participants with outbound calling
- Assist staff at community events and expos
- Assist Board of Managers and Street Team with Community Events
- Other duties as assigned

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education/Experience:

This is an intensive, full-time internship with stipend.

- A college student studying Communications, Fundraising, Business, Sports Management or other related field with previous work experience is preferred
- Self-motivation and ability to multi-task
- Experience working independently and as part of a team
- Ability to maintain strong lines of communication with all staff
- Must have professional communication skills and be comfortable on the phone



- Excellent organizational skills and attention to detail

**To Apply:**

Please submit a resume and cover letter to [contactus@24foundation.org](mailto:contactus@24foundation.org) by March 1, 2019.