



Internship position

Position: Communications and Special Events Intern

Department: Development (Fundraising)

Rate: Unpaid (for credit)

Location: Ronald McDonald House Charities of South Florida – 1145 NW 14th Terrace Miami, FL 33136

Time: 4-6 Months

Background: The Ronald McDonald House provides a “Home Away from Home” for families with ill children receiving treatment at nearby medical facilities in Miami- Dade. RMH provides a safe and loving home where families can relax in a time of stress and need. In “The House That Love Built” families can cook meals, do their laundry, and take care of their necessities. Parents and children alike can interact with others facing similar situations and lend support to each other. On a yearly basis, we help around 500 families from all over the world.

Intern Description: The Ronald McDonald House offers students an exciting opportunity to gain professional experience by working with employees of a worldwide non-profit organization. The program provides the intern with hands-on business experience in daily non-profit organizational activities. This person will be involved in all aspects of Event Management, Communication pieces, social media, and other administrative tasks. This internship is available for credit and has a flexible schedule.

Responsibilities include:

- Stewardship letters to special donors
- Assisting in planning and giving creative input for special events.
- Attending special event committee meetings.
- Event Setup and breakdown.
- Research potential corporate sponsors.
- Soliciting in-kind donations from local businesses for raffles/silent auctions.
- Creating social media and newsletter content.

Qualifications:

- Currently studying Communications / Marketing or Non-profit management.
- Punctual and dependable
- Proficient with Microsoft Word, Excel, PowerPoint, Canva and Adobe Creative Suite.
- Consent to a background check must have a current driver’s license and a clean driving record.
- Strong oral and written communication skills.

Commitment: 8 to 16 hours/ week, preferably two times a week, minimum 4-month commitment. Days and hours are flexible. Depending on student academic expectations or needs of the house.

Compensation: This is an unpaid position. There is an opportunity for school credit if allowed by the college/ university of the applicant. The position offers an excellent opportunity to work on substantive projects and can result in a great reference.

To apply: E-mail cover letter and resume to Nicole Betancourt at nicole@rmhcsouthflorida.org

After all, materials are reviewed, potential candidates will be contacted for an interview time. No application will be reviewed unless all information is complete and received.