Special Events Intern
Internship-Ronald McDonald House Charities of Hawaii

The Special Events Intern at Ronald McDonald House Charities® will work to support the Special Events and Grants manager with coordinating the two events: Share a Night Gala (Nov. 24th) and a Red Shoe young professional event (TBD). The intern may also be asked to help with additional third party events scheduled during that time such as Miracle on Merchant (toy drive). The Special Events Intern will learn the basics of customer service, event planning and marketing. Must be available to work 8-10 hours per week (hours can be flexible and adaptable, may include evening and weekend hours due to the events). Additionally, the intern must have a means of transportation.

RMHC Hawaii’s mission is to provide a home-away-from home for critically ill children and their families. We are looking for a student who is compassionate and cares about giving back to families. If you are talented, energetic and excited to share in our commitment of building a greater future, Ronald McDonald House Charities® of Hawaii has an internship opportunity for you.

Job Summary
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- Customer service skills
- Project management skills
- Communication and organization skill
- Increase awareness of mission through marketing strategies
- Develop effective community campaigns
- Develop strategic partnerships and donor cultivation

Qualifications
- High levels of energy and passion
- Self-starter that is willing to learn about fund development
- Proficiency in Microsoft Word, Excel, Outlook and Publisher
- Working on a B.A. degree in Business Administration, Marketing, Communications/Journalism or other related fields
- Strong communication skills, including grammar and spelling
- Ability to manage and complete a variety of tasks on time while achieving results
- Ability to work well in a fast-paced team environment
For consideration please submit your resume to:

Kiree Higa
Volunteer Services Manager
kiree@rmhchawaii.org