



Special Events Intern

Internship-Ronald McDonald House Charities of Hawaii

We are a team of inspired individuals who make a difference in people's lives. Our mission is to provide a home-away-from home for seriously ill children and their families, and to develop other programs and partnerships aimed at improving the lives of children in Hawaii and the Pacific. We are looking to reinforce our team with a student who cares, can take initiative, and prepared to do a lot of good. 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

The Special Events Intern at Ronald McDonald House Charities® will work to support the Special Events and Grants manager with coordinating special events including our Golf Classic and Share a Night Gala. The intern may also be asked to help with additional special events. 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.

- 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

Qualifications

- High levels of energy and passion

Requirments



**Ronald McDonald
House Charities®**
Hawaii

- Reliable computer and internet access, for virtual or hybrid only.
- Proof of current and completed COVID-19 vaccination.

For consideration please submit your resume to:

Kiree Higa
Volunteer Services Manager
kiree@rmhchawaii.org