



Forrest Spence Fund
Program and Event Intern

We are looking for an energetic and self-motivated intern to join our non-profit. If you're an ambitious individual who wants to work in the non-profit sector, then we want to work with you. Your work will include preparing and planning for large fundraising events, assisting with programs within the hospitals we serve, and experiencing the day-to-day operations of a non-profit.

Intern Responsibilities:

- Assisting the Executive Director and Event Director with the planning and organization of our large fundraising events
- Assisting the Program Director with dinners and breakfasts at Le Bonheur
- Assisting the Program Director with Hospital Programs
- Assisting the Office Manager with daily administrative duties.

Intern Requirements:

- Current enrollment in an undergraduate or graduate course for healthcare, event planning, non-profit management, or something similar.
- Proficient and effective use of Microsoft Office and database management
- Strong written and verbal communication expertise
- Excellent time management and organization skills

To apply, send your resume to Brittany Spence at brittany@forrestspencefund.org.