



Internship Job Description

POSITION TITLE: **Walk For Inclusion Team Coordinator - Internship**
(approximately 450 total hours)

REPORTS TO: Executive Director, Development Director

SUMMARY: Responsible for Walk Team building, and event-day aspects of annual **Walk For Inclusion**

MAJOR RESPONSIBILITIES:

- Advocates and speaks on behalf of CFIC's mission-driven work and programs
- Establishes relationships with corporate, community, faith, education, government leaders to recruit teams of walkers
- Plans a **Team Captain Kickoff Luncheon** event approximately 10 weeks prior to Walk day to recruit team captains from targeted groups across the community
- Coordinates and implements weekly Team Captain reports.
- Conducts presentations and phone contacts to build new walk teams
- Tracks walker participation statistics through database
- Assists with planning, managing and tracking event budget (expenses and revenue).
- Prepares Walk related press releases and coordinates media interviews
- Assist with design of all event brochures, banner, etc
- Assists with logistics (volunteers, entertainment, registrations, etc.) for **Walk for Inclusion**
- Prepares final Walk Team reports

QUALIFICATIONS:

Must have understanding of and commitment to mission, goals and vision of NCCJ.

Experience in Human Relations issues and programming preferred

Must be well organized and detail oriented with strong written and oral communication skills

Strong community organizational or leadership experience with human relations focus

Volunteer special event organizing and fundraising experience preferred

Must be able to work well with people from diverse backgrounds

Needs knowledge of community/corporate structures and relationships

Computer skills for communications, newsletters, materials, fliers,

Proficiency with PC applications; fundraising database, information management systems as well as word processing-- particularly Lotus, Microsoft