**PR & Marketing/Events Internship**

**Bear Necessities Pediatric Cancer Foundation**

*Posted: Jul 16, 2015*

**DIVISION**
N/A

**POSITION TYPE**
Internships

**COMPENSATION TYPE**
Unpaid

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**DESCRIPTION**

Focus: Marketing & PR

- Assist Director with press releases for Bear Hug, events, other foundation news
- Support Digital and Social Media Efforts
- Assist with Web and Digital Efforts
- Help manage and update agency’s web listings
- Assist with Content Development
- Assist with SEO and Web Design if capable
- Support Branding Efforts thru Creative thinking
- Organize agency’s video library
- Other related projects as assigned

Focus: Event Coordination

- Help plan and prepare designated fundraising and outreach events
- Assist with volunteer recruitment and day-of event activities
- Work with BN staff and volunteers with other event needs as needed
- Some evening and weekend hours may be required

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**INTERNSHIP LEARNING GOALS**

Intern will trained and supervised by the Director of Special Events and Director of Marketing. Not only will knowledge be gained of a non-profit setting as a entire entity, a focus will be on marketing/PR and event planning. Intern will learn skills and tasks associated with planning events and cultivating donors along with social media and marketing for events and the non-profit as a whole. If student has specific interest in learning a certain skill/area, the experience can be uniquely fit for the student.

**JOB FUNCTION**

Event Planning/Hospitality/Hotel/Travel/Restaurant/Food Services, Marketing Communications – Advertising, PR

**LOCATION**

Nation Wide
No
City
Chicago
State/Province
Illinois
Country
United States
QUALIFICATIONS

- Commitment to BN Mission
- Fundamental professionalism
- Team player and ability to work independently
- Adaptability, creativity, motivation
- Ability to work with confidential information
- Excellent organization, computer skills (Microsoft Office applications), written and verbal communication/ Spanish speaking a plus

DESIRED MAJOR(S)
SCHOOL OF COMMUNICATION/UNDERGRADUATE/Advertising & Public Relations

CONTACT INFORMATION
Hillary Fash
Director of Special Events
55 W. Wacker Drive, Suite 1100
Chicago, Illinois 60601
United States

hfash@bearnecessities.org

APPLICATION STATUS

You do not have any resumes available to submit. Please upload your resumes and try again.

IMPORTANT DATES

Posted On:
July 16, 2015

Applications Accepted Until:
October 01, 2015