



Ronald McDonald House Charities® of Central Texas
1315 Barbara Jordan Blvd. | Austin, TX 78723
512.472.9844 Office | 512.472.5465 Fax
www.rmhc-ctx.org

Position: Special Events Intern
Stipend: Unpaid Internship
Dates of Position: 2 month minimum – 6 months maximum
Commitment: Ideal hours are flexible between the hours of 9 a.m. and 4 p.m.
Supervisor: Megan Brown, Development Manager for Special Events

Job Purpose:

Assist the Development Manager for Special Events in all event planning and operational tasks needed to plan and implement successful fundraising events.

Duties:

- Strategize with the Development Manager to develop details for the events
- Aid in communication with donors and sponsors
- Work with the Communications team to develop marketing tools to promote awareness of upcoming events
- Manage and coordinate activities before and during special events
- Execute any post event tasks to evaluate success
- Assist in managing high-level volunteers and group projects
- Create lists and generate reports for fundraising and event planning purposes

Skills and Experience:

- Thorough and detailed expertise with written and verbal communication skills
- Proficiency in Microsoft programs specifically Excel, Word and PowerPoint
- Knowledge of HTML and working in a web environment is a plus
- Developed organizational skills and great attention to details
- Able to manage multiple activities at one time and work in a fast-paced environment showing self-initiative

Please submit your cover letter and resume to:

Megan Brown, mbrown@rmhc-ctx.org

RMHC Central Texas | 1315 Barbara Jordan Blvd. Austin, Texas 78723 | 512.628.5935