



ROLE PROFILE Part-Time Intern (Paid Position)

[The Emerge Foundation](#) provides philanthropic support to [The Emerge Center](#) and [The Emerge School](#). The Emerge Center is a non-profit therapy provider for children with autism and individuals with communication challenges and The Emerge School educates elementary-aged students with autism.

The Emerge Foundation seeks a part-time intern to provide hands-on support for a wide range of fundraising activities and special events. The ideal candidate would be a detail-oriented self-starter with the ability to multi-task in a fast-paced, yet collaborative work environment. A background in marketing/communications and experience with events coordination is preferred.

The Foundation intern would be compensated by the hour, with the rate dependent on skills and experience, and would commit to working on-site at Emerge between 15 and 20 hours per week. Candidates who are eligible for work-study are encouraged to apply.

Priority areas of responsibility:

Event Planning and On-Site Support

- Providing logistical assistance including picking up/organizing auction items, preparing bid sheets, creating promotional materials and setting up auction tables.
- Assembling mailings, maintaining invitation lists, receiving RSVPs and tracking table assignments.
- Staffing registration table and distributing nametags and collateral materials at check-in.
- Assisting with guest check-out and payment process.

Communications and Marketing*

- Creating content and designing graphics for webpages and social media.
- Designing marketing materials including e-blasts and videos.

Administrative Support

- Organizing promotional and giveaway items.
- Updating donor and gift information in database.

**Proficiency and knowledge of Facebook, Instagram, LinkedIn, Canva and Constant Contact preferred.*

Interested individuals should send a cover letter and resume to Shelton Jones, Executive Director of The Emerge Foundation, sjones@emergela.org.