

**CKRH Development & Marketing Internship
2022 Job Description**

Time Period: February 14 – June 30, 2022

Hours Per Week: 25 hrs. (average)

Hourly Rate: \$10 per hour, plus a one-time fuel reimbursement at the end of the internship. Where eligible, CKRH will help secure academic credit for this internship at higher-learning institutions.

Supervisor: CKRH's Development Director

General Description: This position assists the Development Director with the preparation, facilitation and closeout processes of the annual gala on June 18, 2022.

General Responsibilities

- To assist in the solicitation of Silent Auction items from local vendors.
- Upon receipt of auction items, to register them within an Excel spreadsheet & maintain a hard copy notebook of all auction contracts.
- To photograph all auction items & upload a quality image of each item to the event website prior to June 1.
- To ensure all auction items have respective text descriptions uploaded to the event website prior to June 1.
- To design & produce a Save the Date postcard, event invitation and the event program.
- To assist Development Director with drafting/distribution of press releases & collecting promotional content for social media posts.
- To provide sponsorship support as needed (ex: contacting sponsors for event program ads.)
- To assist with the packing & transport of Silent Auction items to the event site.
- To assist with the set-up of the Silent Auction area at the event site.
- To attend the event and assist the Development Director as needed.
- To assist with post-event site clean-up.
- To assist with post-event evaluation & processes.

Skills Needed

- Strong graphic design & written content skills.
- Strong photography & photo editing skills.
- Organized & detail-oriented in general work practices.
- Ability to initiate assigned projects & complete them fully on time.
- Ability & willingness to solicit/collect Silent Auction donations from local vendors.
- Good team communication abilities & cooperative personal skills.
- Comfortable with public interaction, such as with event sponsors and auction item vendors.