



Pediatric Cancer Foundation

NOW ACCEPTING APPLICANTS FOR FALL 2018!

Bear Necessities Pediatric Cancer Foundation is now seeking applicants for our Fall Professional Intern program. Applicants will gain hands-on experience in a professional setting, working directly with our staff to serve the mission of our organization.

Fall Internships available in:

- Programs and Services
- Marketing
- Development/Events

**Applications due no later than Friday, August 17th.*

Programs and Services Internship

The Program and Services Internship provides interns with the opportunity to fulfill Bear Hug experiences for children between the ages of 0-19 battling pediatric cancer and immediate family support for financial burden and essential needs in the Chicago/Midwest area.

Requirements for the Programs and Services Intern:

- Must have excellent communication skills (oral and written) and are comfortable speaking to families of pediatric cancer patients and soliciting businesses for donated goods and services for the program.
- Coordinate Bear Hugs as directed.
- Misc. projects as needed.
- Ability to commit to 15-20 hours per week for four months.
- Spanish speakers a plus but not required.

Marketing Internship

The Marketing Internship provides interns with a multifaceted understanding of different aspects of marketing in a non-profit. The intern will gain insight and experience through copywriting and editing, website maintenance, direct mail and email campaigns, social media, and promotional development and integration.

Requirements for the Marketing Intern:

- Must have excellent written and oral communication skills.
- Marketing/Communications major or background.
- Willing to coordinate with other departments and misc. projects.
- Knowledge of HTML and/or Wordpress and social media platforms.
- Able to work independently and with a team.
- Flexible schedule to include evenings and weekends periodically.
- Ability to commit to 15-20 hours per week for four months.

Development and Events Internship

The Development and Events Internship provides interns with a multifaceted understanding of development, fundraising and events in a non-profit. The intern will gain insight and experience through donor relations and research, volunteer recruitment, event marketing, assistance with database management, and special events planning.

Requirements for the Development and Events Intern:

- Must have excellent written, oral and analytical skills.
- Assist with donor outreach and solicitation.
- Assist with donor research and new prospects.

- Pre-event marketing and planning and post-event follow up
- Basic knowledge to update and manage database. Salesforce and Constant Contact a plus.
- Misc. projects as assigned.
- Excellent organization.
- Ability to commit to 15-20 hours per week for four months.

To apply for any of the above internships, please send cover letter and resume to office@bearnecessities.org or call 312.214.1200 x21 with any questions.