

About Bear Necessities Pediatric Cancer Foundation

Mission: Our mission is to provide unparalleled hope and support to those touched by pediatric cancer. **Vision:** A world without pediatric cancer

At Bear Necessities Pediatric Cancer Foundation, our primary goal is to inspire hope and joy within children battling cancer while supporting the entire family during one of the most challenging times in their lives. For 30 years, we have been providing customized experiences called “Bear Hugs” to brighten the lives of children with cancer. We understand how important it is for kids to simply feel like kids, especially while undergoing invasive medical procedures. We also support families by providing relief for grocery, transportation, and utility costs. We continually seek new ways to meet our families’ most urgent needs and have recently expanded our programming to include therapeutic counseling and higher education scholarships to those touched by pediatric cancer.

Program and Development Internship

The Program and Development Internship provides interns with the opportunity to collaborate with the Senior Director of Programs on various programmatic initiatives, as well as the opportunity to assist with development and event tasks.

Responsibilities:

- Assist with Bear Hug program tasks, including contacting families, sending out packages, and contacting vendors for experiences and donations.
- Contact venues for ticket donations and manage ticket distribution to families.
- Assist in planning a virtual program for the Bear Hug recipients.
- Update database for program and development teams.
- Assist with administrative tasks relating to development and events.
- Develop resource content that can be included on the Bear Necessities website.
- Research grants and foundations that align with Bear Necessities programming and determine eligibility.
- Provide volunteer support at any events taking place during the internship.
- Other duties as assigned.

Requirements for the Program and Development Intern:

- Excellent communication skills (oral and written) required.
- Professional, positive demeanor and excellent customer service skills.
- Must be comfortable speaking to families of pediatric cancer patients and soliciting businesses for donated goods and services for the program.
- Ability to work independently and as part of a team.
- Spanish speaking candidates preferred, but not required.

Internship Basics:

- Internship is unpaid.
- Required to be in-office 1-2 days per week on Tuesday and Thursday; the Bear Necessities office is located downtown at 55 W. Wacker; additional hours can be completed remotely.
- A background check may be required.

To apply, please send a cover letter and resume to mhanfling@bearnecessities.org.