



**Summer Internship Program**  
**May 26, 2020 - August 7, 2020**  
**External Employer**  
**Job Description**

**Employer:** Neighborhood Family Practice  
**Assignment Address:** 4115 Bridge Ave., Cleveland, Ohio 44113  
**Job Category (Select up to 2):** Business Healthcare/Laboratory  
**Work Schedule/Hours:** Flexible  
**Internship Duration:** 10 Weeks  
**Internship Dates (Start/End):** June 1, 2020 / August 7, 2020

**Company Profile:** (e.g., in one or two sentences, describe your business)

Neighborhood Family Practice is Federally Qualified Health Center (FQHC). NFP focuses on providing high quality primary care in a medical home setting.

**Job Responsibilities:** (e.g. functions and/or projects)

- Support the development team in coordination and implementation of fundraising and friend-raising events
- Assist with individual and corporate sponsorship procurement including follow-up solicitations
- Gather, monitor and track sponsor agreement forms, payments, logos and/or advertisements and guest lists
- Solicit silent auction donations from individuals and local businesses
- Learn the mobile bidding software; input silent auction items and upload guest lists into the software
- Assist with coordination of vendors including catering, security, tents/tables, band, AV, mobile bidding
- Help plan and attend fundraiser committee meetings

**Required Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Proficient in MS Office Suite including Word, Excel, PowerPoint and Outlook
- Strong oral and written communication skills
- Ability to assume responsibility and communicate effectively with others
- Ability to represent the organization in a professional manner
- Team player

**Preferred Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Pursuing a degree in one of the following areas: Communication, Marketing or Nonprofit Management
- Experience in event management and/or fundraising