

**Holy Cross College**  
**Student Employment**

**Title:**           **Fundraising and Special Events Intern**

**Department:** Boys & Girls Club of St. Joseph County

**Supervisor:** Adam DeBeck / Veronica Kozelichki

**Email:**       [adebeck@hcc-nd.edu](mailto:adebeck@hcc-nd.edu) [vkozelichki@bgcsjc.org](mailto:vkozelichki@bgcsjc.org)

**Schedule:**    Approximately 10 hours per week to be determined with the supervisor

**Rate of pay:** \$10.00 per hour

**Location:**    502 East Sample Street  
                    South Bend, Indiana 46601

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**Job Purpose:**

This position provides candidates first-hand experience with the planning and execution of a fundraising gala. The Fundraising and Special Events Intern assists with the administration of Boys & Girls Clubs of St. Joseph County's highest grossing internal fundraising event, Greatest Kids, as well as other marketing and fundraising initiatives throughout the internship cycle.

**Essential Job Duties**

- Assisting with event planning, execution, and post event logistics
- Assisting with silent auction logistics
- Participation and collaboration with event committee members
- Coordinating volunteers
- Assisting with donor recognition/stewardship
- Assisting with marketing and communications
- Other duties as assigned

**Minimum Education, Skills and Abilities:**

- Excellent communication skills (written and verbal) and administrative skills
- Friendly, out-going, and energetic
- Ability to work independently and complete assigned tasks within identified time frames
- Organized, dependable, and detail oriented
- Team Player
- Quick Learner and Efficient
- High sense of urgency
- Able to work well under pressure