

Nonprofit Administration Internship

Our Organization

The Lupus Foundation of America, Greater Ohio Chapter (LFA, GOC) is located at 12930 Chippewa Road, in Brecksville Ohio. Our office hours are 8:30-5:00 Monday through Friday.

The LFA, GOC is dedicated to improving the quality of life for all people affected by lupus through programs of research, education and advocacy. We are a non-profit, grassroots organization that is passionate about all those impacted by lupus. We just celebrated our 40th year, and we look forward to a tomorrow without lupus. Until then, we will work to empower those with the disease to have a better quality of life. This chapter provides programs and services for the entire state of Ohio, and we are in search of administrative assistance.

Description

We are looking for a passionate, hard-working person to assist the staff with their administrative, marketing and public relations needs. This includes helping with constituent data management, social networking sites, and event planning. This internship will be during the Spring 2019 semester from January 12 – May 10. Hours are flexible. We will try to accommodate scheduled class times, if possible.

Responsibilities

- Analyze and enter data in the CRM.
- Assist with marketing materials such as signage, newsletters, email campaigns, online promotions, etc.
- Provide support to social media efforts to target new audiences.
- Attend health fairs to promote the organization and increase awareness.

Requirements

- Currently pursuing a bachelor's degree in Nonprofit Administration, Marketing, Public Relations, or a related field.
- Possess excellent written and verbal communication skills.
- Possess computer skills. Microsoft Office is a must. Adobe Creative Suite is a plus.
- Possess creativity, flexibility, variety, and growth potential.
- Should be open-minded, a fast learner, enthusiastic, and adaptable.

**This internship is unpaid, but we will work with your institution to provide college credit. This is a great opportunity to learn from a passionate staff while working for a good cause. Please send your resume with a cover letter to info@lupusgreaterohio.org or by mail to 12930 Chippewa Rd, Suite 4 Brecksville, OH 44141.*