



## FAMILY HOUSE

### FAMILY HOUSE, INC. INTERNSHIP DESCRIPTION

**POSITION:** Development and Events Intern  
**STATUS:** Temporary, Hourly/Average 12 hours per week (Maximum 300 hours)  
**REPORTABILITY:** Manager, Development and Marketing Communications

#### GENERAL SUMMARY:

The Development and Events Intern will assist staff in coordinating various assigned aspects of event planning. Primary support responsibility will be for the annual Family House Polo Match to be held on September 14, 2019 at Hartwood Acres. This position will also assist with development and marketing efforts.

#### RESPONSIBILITIES:

- Assist staff in execution of development and marketing plan
- Provide ideas and content for marketing pieces, including the newsletter and social media
- Research corporate and foundation funding opportunities
- Assist staff in coordinating various aspects of the Polo Match, including but not limited to: ticketing, event promotion and marketing, silent auction, and outreach.
- Attend related event meetings (some evenings required)
- Assist with physical management of donated items (e.g. picking up, sorting, storing) and set-up of site
- Assist with general office tasks as needed. This includes but is not limited to: filing, copying, coordinating mailings, and organizing digital photos.
- Complete other development, marketing and event-related duties as assigned

#### SPECIAL SKILLS AND ABILITIES REQUIRED:

1. Basic computer skills, including proficiency in Microsoft Office Suite
2. Ability to access and navigate the Internet; ability to create, sort, save and organize folders and files
3. Social media savvy (Facebook, Instagram, Twitter)

#### KNOWLEDGE AND PRACTICAL EXPERIENCE REQUIRED:

1. Must be an incoming college Junior or Senior, preferably at a local Pittsburgh college or university
2. Must be available to work extended hours during the weeks preceding the Polo Event.  
Dates: September 3-September 14, 2019.
3. Must be able to use personal vehicle for event-related errands

#### PHYSICAL REQUIREMENTS:

1. Must be able to stand, walk, climb, bend, and reach
2. Must be able to lift/move up to 25 pounds

**NOTE:** The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not exhaustive lists of all duties, responsibilities, and knowledge, skills, abilities and working conditions associated with this position.

To apply, send a cover letter and resume to Lexi at [lambrogi@familyhouse.org](mailto:lambrogi@familyhouse.org).