

**INTERNSHIP PROGRAM**  
**SPECIAL EVENTS INTERNSHIP**  
**CHARLOTTE, NC**

**Position:**

The Special Events Intern will assist with the overall seamless functioning of the Chapters special events. Intern will gain experience with the many facets of working in a nonprofit organization, event planning, relationship building, fundraising, community outreach, and vendor communication. Tasks include but are not limited to general office support, event research, vendor relations, inventory management, mailings, and communication coordination, including content creation and community outreach.

This position requires a positive attitude, ability to work independently and as a team, customer service skills, and a passion to learn. Must be comfortable on the phone and willing to attend events. The intern must adapt to cover a wide range of tasks as needed to ensure the overall strength of event operations.

**Professional and educational development includes:**

- Provide administrative support
- Assist with event logistics and planning
- Make calls to current and prospective donors and event participants
- Assist Development Manager with lead generation, outreach, and sponsorship tracking
- Manage inventory and supplies
- Assist in communication and outreach
- Maintain a working knowledge of the Lupus Foundation of America, North Carolina Chapter's mission and programs.
- Perform other related duties as assigned

**Minimum Qualifications:**

Students must be currently pursuing a degree in Non-profit Management, Event Planning, Communication, Marketing, Business, or a closely related field. Strong computer, written, and verbal communication skills are necessary for successful completion of duties.

- Must be comfortable on the phone.
- Strong communication skills, including excellent writing skills
- Outstanding customer service skills
- Detail-oriented, highly organized, ability to multi-task and focused on goals
- Marketing sensibility and experience or enthusiasm to learn special events
- Professional maturity, judgement, and presence.
- Ability to lift up to 40 lbs

This is an unpaid internship and guarantees to provide exceptional experience in the non-profit and event planning field. Interns are required to work a minimum of 20-30 hours per week. Work schedule will be adjusted to fit the need of the intern and organization. Must be available to work events taking place in the evenings and/or Saturday or Sunday.

The Lupus Foundation of America, North Carolina Chapter (LFANC) is part of a national force devoted to solving the cruel mystery of lupus while providing caring support to those who suffer from its brutal impact. The LFANC is the only statewide lupus organization in North Carolina and serves the more than 45,000 individuals living with lupus and their loved ones in NC. Chapter signature special events include: Lupus Mardi Gras Gala, Links for Lupus Golf Tournament, and Walk to End Lupus Now. For additional information on the Lupus Foundation of America, North Carolina Chapter please visit the web page at [www.lupusnc.org](http://www.lupusnc.org).

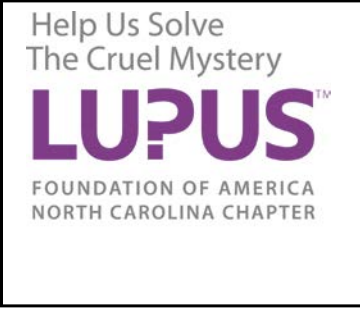
**Application Instructions:**

All applicants must submit the following to be considered for the internship:

- Internship Program Application
- Current resume

Application Procedures:

- The application packet can be submitted via email, fax or mail.
- Completed application packets are required at the time of submission.



**SPECIAL EVENTS INTERNSHIP APPLICATION**  
 Lupus Foundation of America, North Carolina Chapter  
 Attn: Special Events Internship  
 4530 Park Road, Suite 302  
 Charlotte, NC 28209  
 Phone: 704-716-5640 Fax: 704-716-5641  
 info@lupusnc.org

**Semester Term Applying For**

**Name**

Last	First	M.I.

**Address**

Street	Apt.	City/Sate	Zip

**Permanent Address (if different from above)**

Street	Apt.	City/Sate	Zip

**Telephone**

Mobile	Daytime	Evening	Other

**Email**

Address 1	@
Address 2	@

**Student Information**

Name of Educational Institution	
Major	
Minor (if applicable)	
Year Classification	
Grade Point Average (Cumulative)	
Expected Graduation Date	

**NARRATIVE RESPONSES (PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE SHEET)**

1. Why do you want to serve in the Internship Program of the LFA, North Carolina Chapter's Development Department?
2. What skills/talents do you possess that would contribute to our Intern Program in Special Events specifically?
3. What do you consider your most significant accomplishment? Why?
4. How do you deal with multitasking and tight deadlines?
5. What would you hope to get out of this experience?
6. How would this experience benefit your future career objectives?

I do hereby attest that the information that I have submitted in this application is correct to my knowledge. I also release permission to the LFA, North Carolina Chapter to verify any information provided.

Signed \_\_\_\_\_ Date / /