



National
Kidney
Foundation™ | of
Arizona

National Kidney Foundation of Arizona Special Events Internship Program

About Us:

The National Kidney Foundation of Arizona (NKF AZ) is proud to have dedicated over 50 years of service, advocacy and compassion to Arizona's children and adults with chronic kidney disease.

Internship Description:

NKF AZ has an exciting opportunity for an unpaid intern in the Special Events Department. NKF AZ events include Dancing with the Stars Arizona, NKF Golf Classic, Kidney Walk and Prom Redux. This is an outstanding position for an individual interested in learning more about nonprofits, fundraising and event planning.

Responsibilities: Duties may include creation and assembly of sponsorship packets and event marketing materials, learning and using database software, working with volunteers and event committees, securing in-kind donations, assisting with event management, on-site assistance day-of event (Friday, Saturday or Sunday), executing outbound calls and emails and completing post-event donor acknowledgements.

Hours: 15-20 hours per week

Skills: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, excellent written and verbal communication abilities, excellent interpersonal skills, discretion

Eligibility: Internships at NKF AZ are open to current college students (graduate and undergraduate) enrolled in an accredited degree program. NKF AZ will consider students with sophomore status; however, priority will be given to undergraduate students completing their junior or senior year and post graduate students.

Course Credit: This unpaid/volunteer internship can fulfill school credit requirements. Internships may or may not be eligible for college credit, based on the various college/university guidelines; it is the intern's responsibility to make sure the internship meets these guidelines.

How to Apply: Interested candidate should submit a cover letter explaining your interest in an NKF AZ internship and a current resume to dcollier@azkidney.org. Finalists will be contacted for an interview at the NKF AZ office.