**Cancer Support Community - Development & Events Intern**

**Reports To:** Development Manager, Bloomington, IN  
**Position Status:** Development & Events IUSPHIntern, $1500 stipend

**Time Commitment:** 32-40 hours per week, 12-14 weeks,June - August

**Cancer Support Community Central Indiana/South Central Indiana:**

Cancer Support Community’s mission is to ensure that all people impacted by cancer are empowered by knowledge, strengthened by action and sustained by community. CSC’s program employs a holistic approach to cancer healing and recovery built upon five core areas: support, education, wellness, social connectedness, and information, assistance, and referral. All programs are provided free to cancer patients and their loved ones across central Indiana. A grant was awarded to CSC by Bloomington Health Foundation in 2021 to expand services to include Bloomington and surrounding areas. This role will be part of establishing programs and fundraising connected to this expansion of cancer support services.

**Overview:**

The Development & Events Intern is responsible for assisting with: organizing, planning, and leading fundraising events for Cancer Support Community South Central Indiana. Intern will assist with the largest event “Hoosiers Outrun Cancer”, and others Trivia nights, Laughing Matters, etc. Additionally, the intern will work on projects to expand fundraising activities and promote the mission. Intern will also be trained and assist with general office administrative tasks.

**Primary Responsibilities:**

* Serve as a point of contact for event inquires
* Provide event support in the areas of planning and implementation, contracts, registrations and RSVP’s, registration and volunteer coordination and other logistics
* Represent the CSC at events when necessary
* Assist in preparing and maintaining timelines for events
* Organize and coordinate planning meetings for staff and volunteers involved in events
* Administrative support, including answering phones, providing high level customer support and record keeping
* Update and maintain donor database in fundraising activities
* Assist in brainstorming and creating new fundraising activities
* Support CSC staff with other projects and events as needed

**Qualifications and Skil****ls:**

* Strong communication skills, both written and verbal
* Passion and excitement for the cause and support and motivate others
* Comfortable with technology, computer skills, internet, Office 365, email
* Strong interpersonal skills
* A professional nature with the ability to meet deadlines and establish priorities
* Strong attention to detail
* Willing to learn about and discuss cancer-related topics
* Organization skills

**Benefits:**

* Be part of expanding new programs/services in the Bloomington area
* Gain experience with non-profit management & large fundraising events
* “Hands-on” environment with individuals who respond to critical community issues
* Gain connections with other businesses and be exposed to networking opportunities in Bloomington & Indianapolis

**To Apply:**

Please submit resume and cover letter to Stephanie Shelton, Development Manager at [stephanie@cancersupportscin.org](mailto:stephanie@cancersupportscin.org) and write “Development & Events Intern” in the subject line.