

Intern Opportunity

LifeFlight of Maine depends on successful philanthropy by the LifeFlight Foundation. The Foundation is seeking candidates for up to two paid Intern positions. The Interns support events, fundraising, communications and other development functions. We are seeking motivated and responsible college students or young professionals who are looking to gain experience working with a nonprofit.

Responsibilities may include:

Event Support

- Assist with event logistics as needed including pre event work, assisting onsite and clean up/follow up after the events (events include the Islesboro Crossing, golf tournaments, receptions, galas, etc.)
- Assist with event marketing and communications plans as needed
- Provide general administrative support for events including printing and copying of materials, managing files, assembling packets/gift bags, etc.

Development Support

- Assist Development Director and Development Officers with contributing to research projects and data entry
- Provide support with mailings, creation of folders and materials for prospect meetings, and managing invitation spreadsheets

General Support

- General office assistance with the mail, answering the phone and greeting guests as they arrive at the LifeFlight Foundation office
- Assist with archiving photos and press clipping
- Assist with managing project files
- Attend and participate in weekly staff meetings

Candidate qualifications and profile:

- Friendly, trustworthy, and personable with a positive, helpful attitude and strong work ethic
- Ability to communicate effectively both in writing and verbally
- Self-motivated, deadline-driven and skilled at multi-tasking
- Proficient computer skills and comfortable using the internet for various assignments including research
- Highly organized
- Physical ability to lift and move supplies and displays for event support (45lbs.)
- Ability to travel in state

June 3 – Aug 23 (12 weeks) with a 4 to 5 day a week commitment, up to \$5,000 compensation.

*May be negotiable. Depending on the college or university, the opportunity may be used for work experience credit or terms in conjunction with education.

To apply please email your resume to Anna Dugal at adugal@lifeflightmaine.org by March 29, 2019.