

MCBRIDE FOUNDATION

McBride Foundation Internship Program

Mission: The McBride Foundation combats crippling bone and joint disease via education, prevention and research

Available Departments: Fundraising/Events, Program Services & Administration

Purpose: To provide interns an engaging experience in the various departments within our organization, gain an understanding of the operation of a nonprofit organization and witness our mission in action through community programs, office work and fundraising events.

Important Information: Please note this internship is unpaid. All internships require a minimum of 12 hours per week spent in the office or working on Foundation business. Preference may be given to students willing to commit to two semesters. Please consider school and any extra commitments/activities before applying.

Length of Internship: Spring (January – May), Summer (May – August), Fall (August – December)

Intern Job/Responsibilities:

Fundraising

- Assist/manage donor database, including daily deposit packet entry into access database
- Help coordinate volunteers to for special fundraising events
- Available to attend events (approximately 2/year)
- Solicit vendors/local companies for donations, discounts and/or auction items
- Deliver letters, invitations, pick up auction items, etc.

Program Services

- Help with preparation for community programs including *Arthritis 101*, *Preserve* and Fall Seminars
 - Prepare and help with mailing of invitations
 - Take RSVPs
 - Complete reminder calls to those attending event
 - Work with venue to ensure proper set-up for event
 - Attend community programs as necessary
 - Print and prepare materials for community programs as necessary
- Represent McBride Foundation at agency and career fairs

Essential Duties, Responsibilities & Skills

- Ability to learn quickly and independently
- Excellent organization, communication, writing and problem solving skills
- Proficient with Microsoft Office Suite (Outlook, Word, Excel & PowerPoint)
- Ability to multi-task and handle multiple projects while staying organized
- Ability to serve as receptionist for Foundation, answering calls, transferring as appropriate and taking messages. Must be able to handle in a professional manner
- Regular attendance; our internship is considered a job. Supervisors must be informed of absences for vacation/travel at least one week in advance and in case of a sick day or emergency, when able, call the appropriate contact person

Required Education/Experience

- +6 months or relevant office experience (nonprofit experience preferred but not required)
- Currently enrolled at a college or university as a Junior or Senior
- Recent university or college graduate

If you are interested in an internship with the McBride Foundation, please submit your resume, application and cover letter Delana Smiley, Programs Coordinator at the address listed below.

McBride Foundation

Attn: Internship Program

Dsmiley@mcbridefoundation.org

405.486.2558

1111 North Lee Avenue, Suite 115

Oklahoma City, OK 73103