

**AIDS Foundation Chicago**  
**Events & Development Intern Announcement**

AIDS Foundation Chicago (AFC) is seeking a creative and motivated individual to intern in its External Relations Department. This is an excellent opportunity to gain practical experience while working at an active, upbeat non-profit.

The Events & Development intern will directly assist the Special Events team with a wide range of projects related to fundraising, event management, and social media. The Events & Development intern will also learn about HIV/AIDS prevention, care and advocacy, and other issues related to AFC's mission.

This person will work closely with the Development Communications Manager and the Special Events team.

This internship is designed to be both educational and practical. In this position, the intern will learn how to take skills acquired in an educational setting and apply them in the workplace. The intern will gain a better understanding of the role that Development, including fundraising, special events, and community engagement can play in a non-profit setting and be better prepared to work in the field of nonprofits and other charitable organizations.

The Events & Development Intern will learn:

- How to plan, manage, and execute social and fundraising events
- How to effectively manage and provide administrative support via fundraising software (Classy).
- How to organize and coordinate volunteer efforts with corporate and community partners.
- How to facilitate community engagement and management via Meta Business Suite.
- Best practices for peer-to-peer fundraising, special events, and donor relations.

Potential projects and tasks related to the learning objectives above include:

- Planning and coordinating events, such as mixers and participant fundraisers
- Preparing presentation materials and reports for AIDS Run & Walk Chicago teams
- Assisting with department mailings
- Attending meetings or calls with donors, volunteers, partners, and participants
- Providing individualized assistance to event participants

Qualifications:

- Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in nonprofit management, development/fundraising.
- Excellent written and verbal communication skills.
- Flexible schedule – some evenings and weekends required.
- Detail-oriented and independently motivated.
- Ability to work in-person in a group setting.
- Ability to prioritize tasks and handle numerous assignments simultaneously.
- Proficient in Microsoft Office and internet applications.
- Volunteer experience preferred.
- Minimum of a 90-day internship commitment is mandatory.

This is a volunteer internship. A monthly stipend is available for those who qualify, with details to be provided during the interview process. AFC can also help interns obtain college credit, if available from your school. Interns will receive necessary training and staff supervision. Internships require at least 15 hours/week for a minimum of three months, though longer internships are preferred. Non-profit management, marketing, communications, public relations, event planning or hospitality majors are encouraged to apply.

Interns are expected to have the ability to intern in-person at AFC's offices, following AFC, state and local government health guidelines. All internships that require an onsite or in-person presence will require that the intern provide evidence they are fully vaccinated against COVID-19 including having received a booster. Exemptions to this requirement for medical or religious reasons are available. Information about exemptions available upon request.

All candidates must submit a cover letter and resume, and completed application form, which can be found at: [www.aidschicago.org/internapplication](http://www.aidschicago.org/internapplication)

Please submit all application materials to:

Email (preferred): [Interns@aidshicago.org](mailto:Interns@aidshicago.org)

Mail: AFC Intern Program, 200 W Monroe Street, Suite 1150, Chicago, IL 60606