Ronald McDonald House Charities® Maryland

635 West Lexington Street · Baltimore, MD 21201
410.528.1010 tel · 410.727.6177 fax · www.rmhcmaryland.org

Job Title: Spring Intern **FLSA Status: Non-Paid; Credit Only**
Reports To: Executive Director/ Director of Volunteer Engagement

Position Summary: Function as junior level team member to assist the Community Relations & Volunteer Manager in the organization of events and management of volunteers. The internship requires a commitment of at least 24 hours a week. Exact dates are flexible. If students, applicants are responsible for arranging with their colleges to receive course credit.

Position Responsibilities:

- Social Media
  - Responsible for maintaining Facebook page posts including links, photos, etc
  - Participate in creative strategy for maximizing all social media outlets
- Red Shoe Shuffle
  - Recruits and ensures retention of volunteers for event
  - Support and manage all orientation and training sessions for volunteers for Inaugural 5k race
  - Develops and maintains initial event manuals for Red Shoe Shuffle
  - Serve as Event Coordinator for new 5k benefit Race for the RMH; duties include event coordination, entertainment planning, logistics, volunteer management, public relations, media coordination, etc.
- Volunteer Communications
  - Assists Volunteer Manager with volunteer fairs, volunteer outreach, and data administration.
- Other Duties
  - Supports administration and program services, as needed.
  - All other duties as assigned.

Knowledge and Skills:

- Time management; the ability to organize and manage multiple priorities.
- Requires effective oral and written communication skills.
- Requires excellent communication skills.
- Computer proficiency.

Education and Work Experience:

- Working towards bachelor's degree in Marketing, Communications, Business or Non-Profit Management
- Must be Sophomore, Junior or Senior in college

General: The intern is expected to adhere to all company policies.

Contact Information:
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Director of Volunteer Engagement
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