



Nolan's H.E.R.O. Foundation

Job Title:	Event Coordinator	Job Category:	Internship
Department/Group:	Marketing	Job Code/ Req#:	MKT-002
Location:	Pittsfield, ME	Travel Required:	None
Level/Salary Range:	Internship	Position Type:	Internship
HR Contact:	Ray Berthelette	Date Posted:	1/11/2018
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Until Filled
Applications Accepted By:			
EMAIL: ray@NolansHEROFoundation.org Subject Line: Marketing Associate Internship		MAIL: Ray Berthelette Nolan's H.E.R.O. Foundation 199 Cianchette St. Pittsfield, ME 04967	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Nolan's H.E.R.O. Foundation is a non-profit organization formed to carry on the mission of Nolan Berthelette, a Pittsfield youth, who suffered a fatal brain aneurysm at the age of 14. Our goal is to raise awareness of brain aneurysms and to support those who are finding ways to be a H.E.R.O. (Helping Everyone Realize Opportunities) in the lives of others. An Event Coordinator you will be instrumental in assisting the Foundation develop, organize, and conduct public fundraising events.</p> <ul style="list-style-type: none"> • Plan and conduct annual Talent Show. • Plan and conduct annual 5K. • Create, plan, and conduct new public events for fundraising. • Use social media and web site to promote events. • Work with Marketing Associate to design brochures and posters for events. • Work with Marketing Associate to write press releases informing media outlets of our events. • Work with Marketing Associate to advertise events. • Other duties as requested. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High School or College Internship</p> <p>PREFERRED SKILLS</p> <p>Writing skills, Computer skills, MS Word, MS Excel, MS Powerpoint, MS Publisher, social media, research, team player, motivated, ability to meet deadlines, want to make a positive impact in the World.</p> <p>ADDITIONAL NOTES</p> <p>Since we are a 501c(3) non-profit organization, your hours will not only count towards your internship, but towards community service as well.</p>			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Ray Berthelette	Date/Time:	1/11/2018 2:30pm