



Development Intern: South Sound AIDS Walk, Summer 2015 Position Description

If you are looking for:

- A fun, fast-paced, and diverse working environment
- A meaningful way to contribute to your community
- The opportunity to learn or contribute to best practices in event planning
- Practical experience to enhance your resume or personal development
- A chance to be involved in the planning and implementation of a successful community fundraising event...

Join our team for the summer!

Mission Statement: *PCAF, through education and service, prevents HIV infection, assists persons affected by HIV/AIDS, addresses related health problems, and combats associated stigma and discrimination.*

Scope of Work:

The Development Intern will:

- Assist with planning and coordinating the 24th Annual South Sound END AIDS Walk, to be held on Saturday, September 12, 2015
- Engage in community outreach to enhance relationships with local businesses and organizations
- Promote the event to individuals, teams, businesses, and community groups via a variety of strategies
- Support ongoing communication efforts to walk participants
- Work with the Development Coordinator to facilitate volunteer trainings
- Process event-related donations
- Other related duties as assigned

Other Responsibilities:

In addition to the duties outlined above, it is expected that the intern will:

- Acquire a basic knowledge of how HIV is transmitted, acquired, and treated.
- Work collaboratively with people of varying socioeconomic backgrounds, sexual orientations, gender identities, and racial/ethnic backgrounds.
- Abide by PCAF's philosophy and policies in representing the agency.
- Intern must be able to commit to weekly schedule and be available the day of the event (September 12).

****This is an unpaid, volunteer position.****

Agency Information:

Main Office:

3009 S 40th Street
Tacoma, WA 98409
253-383-2565

Interested? Send your resume to our Development Coordinator, Hannah at hfebach@piercecountyaid.org.

The Pierce County AIDS Foundation is an equal opportunity and Affirmative Action Employer. The Foundation does not discriminate on the basis of ethnic origin, color, gender, marital status, sexual orientation, political affiliation, age, creed, religion, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status. Smoking is not permitted on the premises.