

The Crawford Crew Foundation Internship Job Description – Public Health Education

Purpose:

As the Public Health Education intern you will further the mission of The Crawford Crew by assisting with fundraising, development, public health education and administrative activities. You will act as the assistant to the Executive Director and will support the board members and volunteers as needed.

Experience:

Previous experience working with a small non-profit is a plus as well as having experience in event planning, grant writing, teaching or in the health field.

Duties and Responsibilities:

- Recruit groups and individuals for fundraising events, including, but not limited to Raise A Racket, and restaurant nights
- Attend and participate in event related activities and meetings
- Research opportunities for TCC to be present at public health education related events.
- Develop health education programming for different populations
- Research available grants and opportunities for TCC to raise or earn funds for the entities they support
- Assist with community outreach, including building relationships with professionals, updating the donor information and referral database
- Develop an evaluation tool for TCC's yearly fundraising event, collect the data and write an evaluation report, which will be presented, to the Founder and Board of Directors.

General Requirements:

The candidate must—

- Be a junior or senior class standing/ranking, with a minimum 2.75 GPA/4.0 scale at Otterbein University or another accredited local college or university
- Be self-motivated, a team player and have the ability to lead a team
- Be able to meet deadlines, be flexible, and adjust priorities as required
- Have self-discipline and time management skills required to work independently
- Be proficient in MS Office products, must be able to work on a MAC or PC, and must be willing to learn additional software applications if required
- Be an effective communicator
- Have regular and consistent computer and internet access, including the ability to work online
- Possess a valid driver's license as well as the ability to travel as needed to perform internship duties
- Currently be working towards a degree at a university, college, or trade school, in Public Health Education, Nursing, Nonprofit Management, Fundraising, Event Planning, or a related field.
- Be passionate about educating others, raising awareness of cervical cancer, gynecological cancers, and cancers associated with HPV

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Physical Requirements:

The candidate must be in good physical health and be able to move boxes, tables, chairs, etc. as needed at special events or functions.

Work Schedule/Time Commitment:

- The candidate must have a flexible schedule and be able to work evenings and weekends as many of our meetings and activities are held during these hours.
- The internship will consist of 18-20 hours per week with the possibility of more hours being required at the time of a fundraiser. Some weeks may require less hours depending on what semester the internship is being held.
- Some job duties may be done at home or school, but a weekly status meeting with the Executive Director will be required to keep all projects on track.

Compensation:

This is an unpaid/volunteer internship.

Skills Gained Include:

- Learning how a small non-profit operates and secures funds
- Making connections and networking with the business and health leaders in the community
- Increasing communications skills
- Opportunity to work with the public in a professional manner

To Apply:

Please submit a cover letter and resume to Diane Crawford, Founder, The Crawford Crew at di@thecrawfordcrew.org or mail to 6105 Sugar Maple Dr., Westerville, OH 43082

Please make sure to note which Semester you are applying for-

- January – April (Spring)
- May – August (Summer)
- September – December (Fall)

Thank you for your interest in an internship with The Crawford Crew Foundation!