



## **Team Challenge Intern, Arizona, Southwest Chapter**

**POSITION SUMMARY:** An exciting opportunity to learn about one of the Foundation's signature events, Team Challenge and the nonprofit sector. The Southwest Chapter of the Crohn's & Colitis Foundation seeks an enthusiastic and motivated intern to be part of our Team Challenge, Arizona team for the summer and fall. The Team Challenge Intern provides general support to our department for marketing, e-marketing, and public relations for national signature fundraising events, patient and professional services, conferences, and other special projects.

Crohn's disease and ulcerative colitis are chronic and debilitating digestive diseases that impact more than 1.4 millions Americans, including 150,000 youth under the age of 18. The Crohn's & Colitis Foundation works to fund research aimed at finding a cure as well as support and education programs that provide a better quality of life for those affected. This internship will provide an opportunity to learn how a large nonprofit organization functions as well as an opportunity to learn about a variety of key marketing tactics. Hours, days, and start date are flexible.

Team Challenge is the Crohn's & Colitis Foundation's new endurance training program. This exciting new fundraising program trains participants to run or walk a half marathon while helping the Foundation raise funds to find a cure for Crohn's disease and ulcerative colitis.

**REPORTS TO:** Executive Director, Southwest Chapter and Team Challenge Manager, Arizona.

### **ESSENTIAL FUNCTIONS:**

#### ***Marketing***

- Researches advertising space and opportunities
- Researches and orders branded marketing materials
- Proofreads a variety of marketing materials
- Researches potential out-reach opportunities to promote the Team Challenge program

#### ***Public Relations***

- Works with chapter staff to generate local and national media lists
- Researches media opportunities
- Drafts and distributes press materials under supervision of reporting staff

#### ***Event Weekend***

- Assists with preparation and distribution of "Good Luck Door Signs" for National Team, staff and coaches for event weekend for Napa and Kona
- Provides administrative support and managing logistics for VIP Receptions for Napa and Kona. Will create Thank You Notes, organize and order incentives for VIP Baskets, and confirm shipping and packing logistics with help from Team Challenge National staff
- Create and Manage staff incentive awards for event weekend in Kona and Napa with help from Team Challenge National staff.



***E-Marketing***

- Reviews and posts articles on the Team Challenge website, [www.ccteamchallenge.org](http://www.ccteamchallenge.org), using content management tool, playing an active role in updating and maintaining home page, public relations, as needed
- Researches marketing opportunities on social networking sites

The essential functions of the job include, but are not limited to, the duties listed in the job description.

**OTHER FUNCTIONS:**

- Be knowledgeable about media relations
- Assure the proper use, management, security and upkeep of CCFA facilities, equipment and documents.
- Under supervision of Team Challenge Chapter staff, works on specific projects as needed

**QUALIFICATIONS:**

- Completed or working toward a college degree, preferably in a related field (e.g., Marketing/Communications, Public Relations, Sports Marketing, and Business Management/Marketing). College seniors and graduates preferred.
- Previous internship or related experience in marketing, communications or non profit is a plus.
- Must be computer literate (working knowledge of word processing, Powerpoint, Excel). Knowledge of HTML and graphic design a plus.
- An effective communicator, both written and oral. Strong writing skills essential.
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines.
- Hours, days, and start-date are flexible; availability of 10-15 hours per week preferred.
- Flexibility to work off-site (i.e. from home, retail outlets, meetings) on occasion.

THE CROHN'S & COLITIS FOUNDATION OF AMERICA RESERVES THE RIGHT TO ADD, DELETE, CHANGE OR MODIFY THE JOB DUTIES.

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Name

Date

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