

## **Organization Overview:**

The Genesis Fund is a non-profit organization that raises money for the specialized care and treatment of New England area children born with birth defects, genetic diseases and intellectual disabilities. The Genesis Fund primarily supports The Feingold Center for Children, Therapy & the Performing Arts Program - Cape Cod and the Pregnancy Exposure InfoLine.

Through a variety of fund raising events, private and corporate contributions, The Genesis Fund has raised over \$26 million dollars since it began in 1982. Our primary responsibility is to coordinate events including several golf tournaments and a celebrity fishing tournament. Cultivation of sponsors and donors is an important goal as well.

## **Position Overview:**

The Genesis Fund is in need of an Office & Event Assistant Intern who will work closely with staff to further the mission of the organization by assisting on all aspects of our programs. As a small non-profit, it is vital that all staff and volunteers are willing to help out with tasks across the board as needed.

The Office & Event Assistant Intern will hold an important role within our organization and have the opportunity to develop a wide range of skills needed across the nonprofit sector, including:

- Data Management
  - Entering donor and event attendee information into databases
  - Ensuring accuracy between multiple data storage locations
  - Working with staff to restore the integrity and usability of old data
  - Pulling lists and reports as appropriate
- Communications
  - Maintaining current press contact information
  - Writing press releases as requested and contacting press about news-worthy items
  - Updating our website to reflect new events and information
  - Possibility to assist with creation or editing of newsletter or other marketing materials, depending on prior experience
- Event Logistics (attendance at events is strongly encouraged - dates to be provided)
  - Setup and breakdown
  - Registration
  - Attending to necessary details throughout the event
  - Raffle & auction setup, monitoring, and close-out
  - Assisting with event preparation
- Nonprofit Development
  - Researching companies from whom to request product donations, auction items and sponsorship
  - Writing and sending requests
  - Follow-up with requests
- Administrative and Office Duties
  - Assisting with all aspects of large mailings
  - Running errands – must have a valid driver's license and be comfortable driving a large company vehicle
  - Calling our constituencies to determine attendance and other details
  - Other duties as needed

The Event Assistant internship is available for approximately 20 hours per week, with longer hours often necessary prior to events. We strongly encourage attendance at events, so a flexible schedule will be helpful. The majority of our events take place between April and October, however we would expect this intern to be available from May through August. Please check our website for specific event dates.

**Preferred Qualifications:**

- Polished written and verbal communication skills
- Ability to interact with a variety of people
- Comfortable using a PC and learning new programs
- Valid driver's license and willingness to drive large company vehicles for errands and events
- Desire to work hard (and have fun, too!)

**Application instructions:**

To apply for this position, please send your resume and a thoughtful cover letter (electronic submissions preferred). Include the preferred length of your internship and the hours and days of the week you are available.

Ryan Vigue

Special Events Manager

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The Genesis Fund

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