



Events and Fundraising Intern Job Description

The Boy Scouts of America, Laurel Highlands Council (BSALHC) is a 501(c)(3) nonprofit organization located in Pittsburgh, PA; with offices in Johnstown, PA and Cumberland, MD. LHCBSA is funded primarily through a number of key supporters but is working to diversify its funding by increasing private foundations, individual donors, and corporate support. To achieve this BSALHC is seeking a Events and Fundraising Intern. The Intern will work directly with the Chief Development Officer and the development team to assist in the organization of events, social media strategies, and marketing strategies.

The intern will be given a minimum of one projects that will be his/her responsibility to assist with the success of the Development Team. Duties will include assisting in the support of the execution of major fundraising such as Sporting Clays, Golf Outings, Friends of Scouting, etc. The objective of this internship is to foster the development of the intern by working with all levels of the office to complete programs and learn both professionally and personally about the Boy Scouts of America and the non-profit industry.

This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work.

Responsibilities Include:

- Supporting creation and dissemination of LHCBSA's annual report
- Supporting staff with logistics associated with special events (Sporting Clays, Golf, Friends of Scouting, etc.), including assisting with the creation of invitation list, all logistics, soliciting sponsors, communicating with venue and vendors
- Develop a social media strategy for Facebook, Twitter, and Instagram.
- Assist with the marketing and logistics for third-party fundraising events.
- Provide event participants with necessary documentation in a timely manner.
- Working with the Chief Development Officer and development team to implement development strategies

Qualifications:

- High School degree
- Interested in the nonprofit sector or Boy Scouts of America
- Outstanding communication skills, both oral and written, are essential
- Previous nonprofit experience and/or coursework in fundraising, nonprofit management, or marketing and communication
- Should be organized, self-motivated and a team player
- Boy Scout or Girl Scout experience is a plus
- Knowledge of Microsoft Word, Excel, and other relevant computer programs
- Schedule and number of hours per week is negotiable

Location: Greater Pittsburgh Area

Area of Focus: Nonprofit, Development, Marketing, Communication, Fundraising, Philanthropy

Please email resume to hiring manager Erik Tomalis at erik.tomalis@scouting.org