

Teddy Bear Cancer Foundation

Project Holiday Intern

Job Description

FLSA Status: Intern-non-exempt

Reports To: Family Engagement Manager

GENERAL PURPOSE

Teddy Bear Cancer Foundation is seeking a dynamic, bilingual (English and Spanish) Project Holiday Intern to join our team from mid-September through mid-December. This is a paid internship. Under the direction of the Family Engagement Manager, the Project Holiday Intern will work to procure donations from the community and donors to distribute to TBCF families for Project Turkey and Project Christmas. The Project Holiday Intern will help with planning and coordination of our Children's Christmas Party that we hold in conjunction with Cottage Hospital. The Project Holiday Intern will collaborate with the Family Engagement Manager to create marketing campaigns to raise awareness of our Project Holiday drives.

ESSENTIAL FUNCTIONS

Gift Procurement and Tracking:

- Identify opportunities to engage local businesses and schools to participate in our Project Holiday Programs
- Outreach to the community to secure Thanksgiving food gift baskets, \$25 Holiday Party gifts, and \$100 Project Christmas gifts
- Communicate with TBCF Families to secure wish list items for Project Christmas
- Track incoming gifts, baskets and donations as they are delivered to our office

Holiday Party Planning:

- Work with Family Engagement Manager in all aspects of party planning
- Communicate with venue and vendors
- Assist in design of promotions and social media advertising
- Assist with party set-up and break-down
- Engage with families, staff and volunteers at party

Skills required:

- Bilingual in English and Spanish required
- College education in progress OR complete
- Proficiency in Microsoft Office required
- Experience working in a non-profit setting preferred
- Experience with databases a plus
- Exceptionally well-organized, attention to detail, ability to manage deadlines and competing priorities
- Proven track record of experience in setting challenging goals and achieving them

- Comfortable working independently and contributing to a dynamic team
- Excellent written, verbal, and interpersonal communication skills
- Ability to work in fast-paced environment in a shared office space
- High level of professionalism and confidentiality
- Some late evenings and/or weekends will be required
- Ability to lift at least 30lbs, stand or sit for long periods of time and ability to access all areas of the facility
- Drivers License, use of vehicle and proof of auto insurance required

CULTURE

The incumbent will join us in entering a culture focused on celebrating diversity and championing equity, while promoting accessibility to the community to allow us to live out our mission authentically. We are simultaneously focused on the wellbeing of our team and believe in a healthy work environment and competitive wages/benefits to allow team members to live a balanced life while fulfilling our mission. Team members are empowered to situationally lead in ways that will have a greater impact on the organization. We are a small team of thoughtful changemakers passionate about realizing TBCF's full potential while in service of families battling pediatric cancer on the Central Coast.

DEMONSTRATES TBCF TEAM VALUES

- Thoughtfully communicates with TBCF families, team members, Board members, volunteers, donors and community to provide white-glove support in all interactions.
- Participates in a culture of compassion with respect to internal and external operations.
- Demonstrates respect to team members and TBCF community by being present and punctual, as well as maintaining strict confidentiality with sensitive or personal information.
- Upholds TBCF's high standard for transparency in operations.
- Works collaboratively with team members and larger community in all efforts.

WORK ENVIRONMENT

In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow different individuals to perform the essential functions of the job within the environment. The office is clean, orderly, properly lighted and ventilated. Noise levels are considered low to moderate.

This job description does not list all the duties of the position. Other duties, as assigned or deemed necessary by management, may be required. Performance evaluations will use the contents of this job description as a basis for appraisal.

TBCF reserves the right to revise this job description at any time. This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required. The job description does not constitute a contract for employment and does not guarantee employment for any specified period. The job description does not in any way alter the at-will employment relationship.