



TIMMY
GLOBAL HEALTH

**Timmy Global Health –
Development & Marketing Annual Event Intern
Spring Semester 2019**

Timmy Global Health|22 E 22nd Street, Indianapolis, IN 46202|Tel: 317.920.1822 |Fax: 317.920.1821|
www.timmyglobalhealth.org

<i>Title</i>	Development & Marketing Annual Event Intern
<i>Dates</i>	2019 Spring Semester, January 21st - end date negotiable Approx. 10-20 hrs. /week
<i>Employee Status</i>	Unpaid Intern
<i>Reports to</i>	Director of Development and Communications

Internship Objective:

The Timmy Global Health Development & Marketing Annual Event Internship is an unpaid internship experience intended to supplement a student's educational experience with skills relative to non profit development, marketing and communications, as well as global health. This opportunity also promotes valuable experience in organizational leadership, while vitally contributing to Timmy Global Health's mission of advocacy, health care promotion, and service.

Timmy Global Health Overview:

Founded in 1997 by Dr. Chuck Dietzen, Timmy Global Health is a 501(c)3 nonprofit organization based out of Indianapolis, Indiana that channels resources to sustainable health projects in developing countries. Partnering with established non-governmental organizations (NGOs) in Ecuador, Guatemala, Dominican Republic, and Nigeria. Timmy Global Health sends a group of volunteers every two to three months to provide primary care clinics in underserved areas. Additionally, Timmy Global Health sends monetary support for our partner organizations to grow their outreach to community members with the greatest needs. Utilizing the charisma of college

and high school students, Timmy Global Health has developed its volunteer base at more than 40 universities around the United States and seven high schools in the Indianapolis area.

Internship Description:

The Timmy Global Health Development & Marketing Annual Event Intern will work on the following projects, in addition to other project/tasks as assigned:

- Support the Development and Marketing team in event preparation, follow up and logistics for the annual event
 - Lead the Silent Auction for the Annual Event
 - Maintain all silent auction recruitment spreadsheets
 - Manage the recruitment, collection and storage of over 120 silent auction prizes (new and returning) ranging from \$50 to approx \$3,000
 - Manage and develop relationships with local and national businesses
 - Manage the GiveSmart Bidding Website including Timmy's profile, adding each item with a picture, a description, and a value for bidding.
 - Manage the design of frames and displays for every silent auction item
 - Manage the transport and arrangement of silent auction items at the venue (with the help of Timmy and venue staff)
 - Lead the Tienda for the Annual Event
 - Manage the collection, inventory, pricing, and arrangement of all tienda items
 - Develop a plan for mobile tienda items
 - Develop ideas for cocktail hour entertainment and displays

Internship Duration and Hourly Commitment:

The duration of the internship is dependent on the student's availability, but ideally four months for 10-20 hours per week. Changes to the timeframe and hours of work are flexible according to the student's schedule and program requirements. The intern is required to be available during the days leading up to March 22, 2019.

Job Requirements and Skills:

Required

The ideal candidate has demonstrated that they are the following:

- Detail-oriented and highly organized
- Able to juggle multiple simultaneous projects
- Entrepreneurial and a self-starter
- Strong work ethic
- Passionate about Timmy and our work
- Experience working on events or fundraisers
- Confident working both independently and with a team
- Familiarity with Microsoft Office and Google Suite

- Have a sense of humor and a flexible personality
- Strong communications skills, both written and verbal
- Responsible and positive
- Have a high level of maturity to work in a constantly changing and challenging environment

Preferred

- Familiarity with Microsoft Publisher, and/or Adobe Suite, Salesforce, ExactTarget and Wordpress
- Experience with website development, event management, and fundraising

Because the intern will play a supportive role in the Timmy Global Health office, much of their work will be done independently. It is important that the intern be able to work on their own without a great deal of assistance from staff.

How to Apply:

Please submit a current resume with a cover letter via email to jobs@timmyglobalhealth.org. Please write "Development & Marketing Annual Event Intern Spring 2019" in the subject of your email. Applicants will be reviewed on a rolling basis, so please apply as soon as possible. Finalists ONLY will be contacted for an in person or telephone interview. Please direct any questions or concerns to the Timmy Global Health –Director of Development and Communications, Laura Limp (317-920-1822 ext. 2, Laura@timmyglobalhealth.org).