



## EMPOWERING YOUTH IN LEADERSHIP AND SERVICE

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### **Hands4Hope - Youth Making A Difference Summer Fundraising Internship**

#### **Internship Terms:**

60 hours, 5-10 hours/week, flexible scheduling, hybrid in-office and remote

June through August/September, 2024

Stipend: \$1,000 to be paid at conclusion of internship

*(Stipend is only available to those who have completed high school)*

At Hands4Hope El Dorado Hills Youth Center, 5005 Windplay Dr. Suite 2

#### **Background:**

Established in 2008, Hands4Hope - Youth Making A Difference is a youth-driven organization with Education and Community Engagement Programs that use a service-learning strategy to inspire and empower youth in leadership and service. Hands4Hope strives to develop and nurture youth leaders in our community into socially responsible, civic-minded residents who have compassion for others; who engage in action to bring about change; and who work for a safe, vital community. Hands4Hope youth create and plan their own projects to support local charities and address unmet community needs. Along the way, they gain experience and skills.

Hands4Hope's reach includes projects in Sacramento and El Dorado Counties.

#### **Summer Intern Primary Focus:**

The Summer Fundraising Intern works with staff in the Fundraising and Development Department to prepare for the organization's Endless Summer Beach Party Fundraiser and other relevant fundraising projects.

#### **Position Responsibilities:**

- Work with Endless Summer Beach Party "Bail" teams to develop their story, collect their photos, and create their peer-to-peer fundraising pages using the Kindful fundraising platform
- Represent Hands4Hope positively through cold calls, emails, and visits to local businesses to request donations for the Endless Summer Beach Party auction; collect donations as needed
- Keep thorough track of auction activities using a shared Google spreadsheet
- Assist with compiling donated items into baskets for the auction and raffle
- Assist with photography and marketing write-ups for auction items
- Provide support communication and thank you letters/emails as needed for auction-related donations
- Assist with other tasks as assigned



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### **General Expectations:**

- Work hours as scheduled and arrive promptly for meetings and scheduled work day
- Ability to maintain consistent, regular attendance
- Ability to perform tasks in a physical work office environment (in person vs virtual)
- Be flexible and adjust to changes as needed
- Work independently, accomplish work with minimal supervision
- Look for ways and make suggestions on how to improve efficiencies in the Hands4Hope - Youth Making A Difference work environment
- Complete assignments in a timely, accurate manner
- Collaborate with co-workers and youth and work as a team to achieve goals
- Adhere to Hands4Hope - Youth Making A Difference's safety and confidentiality guidelines

### **Education/Experience Requirements:**

This internship is open to young adults ages 18-23. Enrollment in a college/university is not required.

### **How to Apply:**

Visit [hands4hopeyouth.org/jobs](https://hands4hopeyouth.org/jobs) to find the link to the online application form.