



2019 Internship Opportunities

Big Brothers Big Sisters of the Ozarks is the premier mentoring agency for children in the Ozarks. Our mission is to provide children facing adversity with a one-to-one relationship with an adult in the community to change their lives for the better forever. As a non-profit organization, special events are a large part of our fundraising efforts to support our agency. Taste of the Ozarks is our highest fundraising event of the year and has several internship opportunities. This year, Taste of the Ozarks will be on Thursday, April 18, 2019.

While this internship is unpaid, we provide mileage reimbursement and the opportunity to learn valuable and practical work experience in a professional setting. Interns will benefit from experiences in the community along with potentially receiving strong references after the completion of the internship.

Application process:

Send a resume and cover letter to Lauren Cooksey at lcooksey@bigbro.com. Review of applications will begin Wednesday, January 2, 2019.

Job Descriptions:

DEVELOPMENT INTERN

Regular Responsibilities:

- Helping to obtain 200+ auction items for the Silent Auction.
- Creation of promotional marketing materials
- Direct communication with event sponsors and guests prior to the event.
- Event staging of Taste of the Ozarks on Thursday, April 18, 2019.
- Willingness to promote Big Brothers Big Sisters within the community.
- May assist with other winter/spring events as needed.

Necessary Skills:

- Outgoing personality
- Desire to learn how to improve effectiveness of professional communication.
- Basic computer skills.
- Creative, out-of-the-box thinker who can work independently.
- Passion for non-profit organizations and special event management.
- *Must be available on Thursday, April 18, 2019.

OPERATIONS INTERN

Regular Responsibilities:

- Organizing 200+ auction items, including scheduling pickups of items from donors.
- Entering 200+ auction items into auction software and database.
- Creatively describing each auction item for promotional purposes.
- Event staging of Taste of the Ozarks on Thursday, April 18, 2019.
- Willingness to promote Big Brothers Big Sisters within the community.
- May assist with other winter/spring events as needed.

Necessary Skills:

- Basic computer skills; experience with Excel preferred.
- Attention to detail and strong organization skills.
- Passion for non-profit organizations and special event management.
- *Must be available all day on Thursday, April 18, 2019.