



## Forrest Spence Fund Internship Program

Are you interested in gaining hands-on experience with a non-profit? Do you enjoy being involved with families confronted with childhood illness? The Forrest Spence Fund (FSF) is a Memphis, TN based 501(c)3 nonprofit organization with the mission of assisting with the non-medical needs of critically or chronically ill children and their families throughout the Mid-South. As an organization, we work directly with families and area institutions such as Le Bonheur Children's Hospital, St. Jude Children's Hospital, and Monroe Carell Jr. Children's Hospital at Vanderbilt in Nashville, TN to ease the burdens associated with childhood illness. For more information on the FSF, please visit [www.forrestspencefund.org](http://www.forrestspencefund.org).

The FSF seeks a motivated, energetic, undergraduate, graduate student, or recent-graduate available for spring, fall, and/or summer semesters with a minimum 12-hour per week commitment. The internship is unpaid. Each intern will gain experience with event planning, day-to-day operations of our organization, and fundraising. Interns will leave with a letter of recommendation, a stronger resume, and valuable experience.

### Requirements:

- Proficient and effective use of Microsoft Office and database management
- Strong written and verbal communication expertise
- Excellent time management and organization skills
- Experience with nonprofit organizations

Responsibilities will be defined with the selected applicant, but are expected to include:

#### Events

- Assisting the Executive Director with the planning and organization of the Forrest Spence 5K and its sponsors
- Assisting the Program Director with Family Dinners
- Assisting the Executive Director with the planning and organization of the Spring for Forrest Cocktail Party and its sponsors.
- Assisting the Executive Director with the planning and organization of the No Show Ball.

#### Organization

- Exploring groundwork for future expansion
- Assisting with day-to-day activities of the FSF
- Sending cards to those who give in honor or in memory of