



Internship Posting: Events and Fundraising Internship Boston Scores Spring or Summer 2020

Boston Scores is a 501(c)3 non-profit organization that provides Boston youth with team-based after school programs that foster their health and well-being, academic achievement, and civic engagement. Boston Scores operates 32 after-school soccer and academic teams at public schools across the City of Boston, serving over 2,000 at-risk students each year.

The **Events & Fundraising Intern** will gain essential experience and skills in event management and fundraising while working alongside our Development team to stage our largest fundraisers. Reporting to our Events Coordinator & Development Associate, the Events and Fundraising Intern will assist with planning and execution of fundraising events including our Scores Cup soccer tournament and fall Celebration gala as well as support our donor management efforts.

Key Learning Areas may include but are not limited to:

- **Strategic Planning.** Opportunity to attend Event Committee meetings with our board members and top executives from major Boston firms
- **Event Logistics.** Work with vendors on bids, order sheets, inventory, and checklists
- **Fundraising Platforms.** Gain experience with online fundraising platforms
- **Database management.** Manage database for donors, vendors, and event logistics
- **Project Management.** Learn how to use project management software to collaborate with cross-departmental stakeholders on a major project
- **Networking.** Collaborate and participate in meetings with our Official Host Partner, the New England Revolution of Major League Soccer, as well as with donors, board members, and partners.

Time Commitment:

The Events and Fundraising Internship requires a minimum commitment of 160 hours between May and August. The number of weeks and hours worked per week are flexible and negotiable.

Course Credit & Related Considerations:

- This is an unpaid internship. We will work with internship candidates to ensure that the internship structure meets course credit requirements.
- Convenient public transit access in Jamaica Plain on the MBTA Orange Line
- Work environment is supportive and collegial with business casual dress standards

Pre-Requisites:

- Working knowledge of Microsoft Office Suite
- Experience with Adobe Creative Suite is a plus
- Duties may include work that requires physical exertion such as lifting boxes, soccer goals & other equipment
- Applicants must be 18 years of age or older

To Apply

Please email your cover letter and resume to Danielle Molloy at danielle@bostonscores.org.

Boston Scores is committed to recruiting and maintaining a diverse staff; individuals from all backgrounds are encouraged to apply. Boston Scores does not discriminate on the basis of race, color, ethnicity, religion gender, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parenthood, or any other basis prohibited by applicable law.