



VOLUNTEER MANAGEMENT INTERN

Job Description

Gilda's LaughFest is seeking a Volunteer Management Intern to assist in the recruitment, scheduling and training of volunteers. LaughFest 10 will be held March 5-15, 2020.

Get an insider's look at Gilda's LaughFest, the nation's first-ever community-wide festival of laughter. This major 10-day festival is based in Grand Rapids and includes events throughout West Michigan. The festival features stand-up, improv, showcases, and a variety of seriously funny stuff.

It's an internship with a cause: all proceeds from LaughFest benefit the programs offered through Gilda's Club Grand Rapids, who provide free emotional healthcare to children, adults, families, and friends on any kind of cancer journey or those grieving the death of someone in their life due to any cause.

Internship runs from approx. January – March, 2020. Availability between 8:30AM-6:00PM, weekdays, with some flexibility to assist occasionally evenings/weekends, preferred. Flexible hours, up to 20 per week (more during the 10 days of the festival in March, wrap up by early-April 2020). Please note, part of the festival commonly falls within local colleges' spring break; intern must be present for duration of the festival.

Internship is unpaid.

Essential Job Functions

- Schedule & coordinate volunteer groups
- Recruit volunteers / help ensure volunteer shifts get filled
- Process volunteer applications
- Assist with volunteer training sessions
- Manage general and leadership volunteers
- Analyze volunteer program data
- Assist with planning & carrying out events

Preferred Skills

- Experience communications, health communication, public relations, nonprofit management, business, marketing or related field
- Fundraising and/or events experience
- Proficiency with Microsoft Office applications (especially Word & Excel)

Applicants, please email Résumé and Cover Letter to Ben Mephram, Volunteer Manager at bmephram@laughfestgr.org. No calls please.