

National Kidney Foundation Internship Description

Department: National Kidney Foundation Serving Pennsylvania, Delaware and Upstate
New York

Location: Pittsburgh, PA

Supervisor: Jade Holtzinger, Development Manager

Time Period: June 2014-November 2014

Category: Unpaid Internship

Recommended Schedule: Estimate: 10-15 hours per week

About The Company:

The **National Kidney Foundation** (NKF) is the leading organization in the U.S. dedicated to the awareness, prevention and treatment of kidney disease for hundreds of thousands of healthcare professionals, millions of patients and their families and tens of millions of Americans at risk. For more information, visit www.kidney.org.

Position Overview:

Under the supervision of the Development Manager, the intern will obtain firsthand experience and training in the following areas:

- Exposure to the Pittsburgh Walk and the activities of the Development Team.
- Experience corporate communications, donation requests and social media marketing.
- Learn about non-profit development, event management, media outreach and corporate communication.

Qualifications:

- Pursuing BS/BA or Master's Degree.
- Excellent communication and time management skills.
- Ability to represent the National Kidney Foundation in a professional manner.

We value all of our interns, and go the extra mile to make sure you receive a learning experience that fits your career goals. You will also learn how to work in a professional environment and have the ample opportunity to network with department leaders and other professionals in the non-profit field.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be considered as an exhaustive list of all responsibilities, duties and skills required. Interns are not guaranteed positions with the Foundation at the conclusion of their internships. Further, interns are not considered employees, and therefore, are not eligible to receive monetary compensation or to participate in the Foundation's benefits programs available to its employees.

REVIEW/APPROVALS

Human Resources _____ Date _____

Supervisor _____ Date _____

I acknowledge that I have read and understand this internship description, as well as the terms and conditions of this internship.

Signature _____ Date _____