



National
Kidney
Foundation™

National Kidney Foundation Serving Iowa and Nebraska

Community Outreach and Events Internship

Location: Des Moines, Iowa

Schedule: January – May

Part-Time, Unpaid

About the National Kidney Foundation:

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 and millions of Americans at risk. For more information, visit www.kidney.org.

Position Overview:

Under the supervision of the Community Outreach Coordinator, the intern will obtain firsthand experience and training in the following areas:

- National Kidney Foundation various fundraising events including the Kidney Walk, NKF Konica Minolta Golf Classic, Kidney Month Events, and learn about the stages of the planning and implementation process.
- Event management, volunteer recruitment, committee management, non-profit development, and corporate communications.
- Social media marketing and media outreach.
- Community Outreach and Fundraising.
- Planning process for program and health events, including KEEP Healthy Screenings, Patient Education Event, and Your Kidney & You™ presentations.

Qualifications:

- Pursuing Bachelor's Degree in related field and pursuing internship for college credit.
- Excellent communication and time management skills.
- Proactive work ethic.
- Proficient in Microsoft Office and ability to learn additional software.
- Reliable and has own form of transportation.
- Previous event planning, fundraising, or volunteer management experience is a plus.

Candidates interested in event planning, fundraising, non-profit development, or other mentioned experiences are encouraged to apply. Position will be around 10 hours per week (typical hours will be Monday-Friday 9am-5pm) and is flexible with the student's schedule. This is an unpaid internship.

Interested candidates should email resume and cover letter to Hayley Bookey at Hayley.bookey@kidney.org.