Race for Every Child (Special Events) Internships

Work behind the scenes with the Special Events team at Children’s Hospital Foundation, assisting with the daily planning, logistics, coordination, and execution of Children's National’s annual Race for Every Child that helps raise $1.5 million for children’s health.

**Peer-to-Peer Fundraising**
- Create and maintain welcome kits for team captains
- Conduct outreach to past Race for Every Child participants
- Execute recognition program fulfillment
- Organize and lead Virtual Participant program and experience
- Assist the Race Team and Communications department by contacting team captains and participants that select “I’d like to share my story”
- Interact with participants, donors, prospects, and board members on the phone, through email, and on-site at events

**Special Events**
- Coordinate set-up and on-site recruitment days
- Other projects include planning Race to Register and research on interactive activities at the race
- Organize and lead various community event opportunities
- Assist with managing participant information in the donor database
- Interact with participants, donors, prospects, and board members on the phone, through email, and on-site at events

**Requirements**
- Strong computer skills (MS Word and Excel), experience with Raiser's Edge, TeamRaiser, or Luminate Online is helpful but not necessary
- Outstanding writing, communication, and interpersonal skills
- Efficient organizational skills and ability to multitask
- Exceptional customer service skills, creativity, and initiative

**Application due**: March 1  
**Start Date**: Based on Availability – May 2019  
**End Date**: Based on Availability – August 2019  
**Hours**:  
40 hours/week and 20 hours/week  
Children’s Hospital Foundation’s general business hours are 9 a.m. – 5 p.m.  
**Compensation**: University credit and travel compensation provided  
**Location**: 801 Roeder Road, Silver Spring, MD, 20910

[Click here to apply](http://RaceForEveryChild.org)