

The Leukemia & Lymphoma Society

Greater San Francisco Bay Area Chapter - Redwood/Wine Country Region is looking for interns seeking to gain skills in event planning, fundraising, and general administration in nonprofit organizations.

Interns must send in a cover letter stating their interest in being an intern and/or a resume to be considered.

Qualifications:

- Must be a minimum age of 18 years.
- Basic computer skills and comfortable learning various office machines (fax, copier, printers).
- Familiar with Microsoft Office applications.
- Can volunteer sometime between the hours of 9am - 5pm, Monday Through Friday.
- Can volunteer a minimum of 8-10 hours per week.
- Can volunteer a minimum of 12 consecutive weeks.
- College students majoring in Marketing, Sales, Communications, or similar majors are encouraged to apply.
- Can work some Saturdays and evenings as needed.
- Willing to travel outside of the office for events as needed.
- Very comfortable making phone calls and connecting with the community.
- Strong or growing communication skills a plus!
- Detail oriented and organized.
- A team player and sense of humor.

This is a great opportunity for students who plan to seek an event planning, marketing, or fundraising career in nonprofit organizations!

Please contact Tiffany O'Neil, Campaign Manager at (707) 303-4800 x 2009 for more information or email cover letters and resumes to Tiffany.O'Neil@LLS.org.

The Leukemia & Lymphoma Society's mission is to cure leukemia, lymphoma, Hodgkin's disease and myeloma, and improve the quality of life of patients and their families.

For more information on The Leukemia & Lymphoma Society, please visit our website at www.LLS.org/SF.

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