



Internship Application

Location: Charlotte, NC

Description: The Intern is responsible for assisting with HEARTest Yard fundraising activities, event execution, and office administrative responsibilities.

Details: This position is unpaid and part-time (hours are flexible and will be coordinated with management team). Will be a combination of in-office and remote work. Must be local to the Charlotte, NC area and easily able to work from the Foundation office in the South Park area. Must have your own reliable transportation. Must have your own working computer or laptop. Must be available for some evenings and weekend event work. May require traveling. Able to lift 20 lbs.

What You Will Need:

- Passion for the HEARTest Yard mission and supporting heart patients and their families
- Strong communication skills, must be comfortable speaking with companies, families, and donors about our mission
- Detail-oriented, highly organized, motivated, creative
- Proficient in Microsoft Office Programs (Word, Excel, PowerPoint)
- Experience in non-profit management or volunteering a plus
- Experience using virtual working platforms (Zoom, Google Meet, Teams, etc.)
- Ideal majors: Business, Non-Profit Management, Hospitality / Events, Event Planning, Marketing, Communications, Pre-Med, Nursing

Responsibilities:

- Assist with solicitation and organization of silent auction items for HEARTest Yard events
- Assist with event logistics and execution of events
- Organization and inventory of HEARTest Yard merchandise
- Assist with hosting pop-up merchandise shops throughout the Charlotte area
- Stewardship outreach to corporate partners and donors
- Marketing and outreach for fundraising events
- Other duties as assigned

Email resume to Foundation Coordinator, Amber Anderson, at Aanderson@r4r.org.