



**Position Title:** Light The Night Intern – The Leukemia & Lymphoma Society (LLS)

**Reports to:** Light The Night Manager

**Overview:** The Light The Night campaign is The Leukemia & Lymphoma Society's premier mass marketed event where thousands of participants raise funds for lifesaving research and patient services. Over 10,000 community and corporate supporters will take part in the 2019 Chicagoland Light The Night Walks in October. The Light The Night Intern will assist with fundraising and planning for the event while working on a key campaign project.

Full – time and part- time internships are available between the hours of 9am-5pm, Monday through Friday, require a minimum commitment of 15 hours per week, for at least 10 weeks. Schedule is flexible, but must be available in office on Tuesdays. Some after-hours, weekend, and remote work may also be available. Two internships are available per term. Opportunity is available for the Summer and Fall terms.

**Responsibilities:**

- Coordinate elements of promotional and grassroots marketing activities to enhance public awareness of LLS
- Support in the management and execution of Light The Night Retail Campaigns
- Assist with campaign financials, including pulling reports for weekly team meetings
- Assist in communication outreach strategies including but not limited to:
  - Emails, phone call scripts, and social media
- Conduct research on potential corporate supporters in the Chicago community
- Assist with website content and technology support
- Assist in event logistics support:
  - Event planning for annual Corporate Recruitment Event (June)
  - Preparation for corporate meetings
  - LTN wrap around events and additional LLS events
- Other administrative and operational tasks as assigned

**Qualifications:**

- Detail-oriented and strong organizational skills
- Professional demeanor
- Excellent written and verbal communication
- Working knowledge of MS Office and database management
- Strong interpersonal skills and judgment
- Enthusiastic, self-motivated and committed to excellence

**Benefits:** LLS is committed to the future of non-profit professionals and aim to offer worthwhile and engaging internships that will prepare tomorrow's workforce to be versatile colleagues and leaders. To that end, each individual that completes the LLS intern program will receive the following benefits:

- Hands-on fundraising/sales experience in a non-profit setting
- Access to an experienced mentor that will be available to guide you through your internship and offer advice after its completion as you enter the workforce
- Opportunities to connect with seasoned Chicagoland professionals in your field of interest
- Own the success of at least one signature project that will be yours to manage from start to finish

This internship is unpaid, but potential for class credit is available pending school approval.

**Please send cover letter and resume to: [Kelley.Klezek@lls.org](mailto:Kelley.Klezek@lls.org)**  
**(Please include "Light The Night Intern" in the subject line of emails)**  
**Summer Internship: May/June- August, Exact Start Date is flexible**