American Lung Association

Street Address: 3000 Kelly Lane, Springfield, IL 62711  
Website: www.lung.org & www.ClimbWyndham.org

Phone number: 217-718-6678  
Fax number: N/A

Agency Contact: Maggie Owen, Special Events Coordinator

Email Address: Maggie.Owen@Lung.org

How should students contact this agency? Email

How should students submit cover letters and resumes? Email

General description of agency or business

The American Lung Association is the leading organization working to save lives by improving lung health and preventing lung disease through research, education and advocacy.

Internship or Job Description

Special Event Internship
- Be involved in the planning and execution of a $235,000 fundraising event
- Learn how to strategically plan an event campaign timeline
- Learn how to prepare sponsorship proposals and negotiate sponsorship benefits
- Participate in event committee meetings
- Engage volunteers and track their accountability
- Utilize social media marketing skills
- Learn how to manage expenses and revenue budgeting
- Will work closely with Special Event Coordinator and Manager
- Get hands on experience at a large nonprofit organization

Basic student learning anticipated

Working for our organization will give a student a rich and hands-on experience in the non-profit special event world. They will have the opportunity to be a part of not only the planning of the Fight for Air Climb, but also assist in executing smaller promotional events for the Climb campaign. Core competencies covered: communication, marketing, business management and more.

Hours per week: Up to 25

Number of weeks: Based on student schedule/availability – 1 semester minimum

Position Available: Fall

Unpaid