



Internship Description

The Arizona Burn Foundation's mission is to improve the quality of life for burn survivors and their families in Arizona, while promoting burn prevention advocacy and education. An internship with the Arizona Burn Foundation has the opportunity to provide experience planning, organizing, and executing events with volunteers, community groups, and fire departments; provide experience with fundraising and donor development; and provide opportunity for working with programs that directly serve our clients. Applicants would gain an understanding of volunteer management, event management, logistics, client care services and government-non-profit coordination.

Responsibilities:

- Assist with Community Smoke Alarm Installation events
 - Volunteer recruitment, training, retention and appreciation; including, building partnerships with community groups
 - Event coordination with local fire departments and community groups
 - Logistics preparation for event day
 - Update event database with volunteer registration information, event data, etc.
- Assist with Fundraising/Development
 - Provide support for securing In-Kind donations
 - Event coordination with outside constituents and partners
 - Logistics preparation for event day
- Assist with Burn Prevention Education initiative
 - Volunteer recruitment, training, retention and appreciation
 - Represent ABF at community outreach events, providing Milo and Moxie burn prevention education to families
 - Teach Milo and Moxie burn prevention education lessons in elementary school classrooms
 - Update database with data provided by volunteers
 - Coordination with distribution of education curriculum kits
- Assist with Program Services
 - Assist in the planning and execution of camps and social gatherings for burn survivors and their family members
 - Attend "Grand Rounds" with social worker at Arizona Burn Center
- Attend staff meetings regularly
- Any other duties as assigned/necessary

Days/Hours: Flexible but consistent, per agreement between supervisor and intern

Attire: Business casual at the office, casual at community events

Reports to: Programs Manager and/or Programs Administrator

How to Apply: If you are interested in an internship experience with the Arizona Burn Foundation, please email programs@azburn.org with your resume and year of study.