



Become an Intern with the American Transplant Foundation

“The leadership cares a lot about personal and professional development, and allows you to work on initiatives and projects that are specific to the skills you would like to attain. As an MBA student, I was most intrigued by the financial aspects of running a non-profit business and how funding is generated for events and programs, like the Patient Assistance Program. Working primarily on the Team Transplant initiative and helping with event budgeting gave me a much deeper understanding than I expected.”
-Jenna, ATF Intern

Why join our team as an intern?

- Your leadership will literally save lives!
- We make you feel like part of a team. We are a community of transplant patients, donor families, living donors, health professionals, and committed community members. Meeting amazing people at events is one of the top perks!
- You will increase awareness for the critical need for organ donation, while helping our team provide support for vulnerable transplant patients and their families.
- American Transplant Foundation is growing rapidly, in part due to growing interest nationwide for supporting living organ donation. As a part of this growth, you have the opportunity to engage the local and national transplant community through our many events and outreach projects!
- Increase an array of skills that will help you achieve your educational and career goals.

American Transplant Foundation Mission and Purpose

American Transplant Foundation is a dynamic, energetic, fast paced nonprofit that works to reduce the growing list of men, women and children who are awaiting a lifesaving transplant. We are currently seeking a dynamic, self-starter that can help increase the impact of our efforts. An internship with the Foundation is a way to gain valuable professional work experience, learn a wide range of skill sets, and further our lifesaving mission.

To hear from our past interns, visit
<http://www.americantransplantfoundation.org/about/internship-career/>.

Special Events and Public Relations Intern

The American Transplant Foundation is accepting resumes for an unpaid Special Events and Public Relations Intern. The Special Events and Public Relations Intern will assist with the Foundation's summer events, other third-party event requests, social media posts, press inquiries, public relations requests, and creation of internal and external communications. This is an unpaid position for credit from an accredited college or university.

Responsibilities will include:

- Analyzing current social media efforts of the Foundation
- Assisting with social media postings on Facebook, Twitter, Instagram and Pinterest
- Creating monthly eNews eblast
- Monitor media spots
- Assisting with management of media lists via Constant Contact
- Assist with creation of press releases when needed
- Assist with collection and creation of patients' stories
- Collect social media analytics monthly
- Research sponsorship opportunities for special events
- Solicit for in-kind donations
- Help with writing and creating weekly e-blasts
- Help with outreach and recruitment for Team Transplant
- Monitor, evaluate, and research 3rd party event requests
- Update events calendar on website as needed
- Other duties as assigned

An ideal candidate must possess in depth knowledge and use of social media sites, have a passion for ATF's lifesaving mission and interest in transplantation. Must also possess excellent communication (written and oral) skills, have the ability to understand and carry out written and oral instructions, have the ability to interact courteously and respectfully with supervisors, employees, volunteers, general public, and media and must be well organized, reliable, and accurate.

Eligibility Requirements

- Must be enrolled in an undergraduate/graduate program with a major in Communications, Public Relations, Business, or related field.
- Previous internship or related work experience preferred.
- Available at least 20 hours per week between the hours of 9:00 a.m. and 5:00 p.m. and occasional evening and weekend when needed.

To Apply: Fill out the application on our website, AmericanTransplantFoundation.org. A resume and cover letter are required. Questions about the application process can be directed to Autumn at autumn@americantransplantfoundation.org or 303-757-0959.

Thank you for making a life-saving impact for the local and national transplant community!