



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

American Transplant Foundation's mission is to save lives by reducing the growing list of women, men, and children who are waiting for a transplant by maximizing living organ donation. With our three-tiered approach, we are able to provide educational, emotional, and financial support for living donors, transplant patients, and their families across the country.

To hear from our past interns, visit

[http://www.americantransplantfoundation.org/about/internship-career/.](http://www.americantransplantfoundation.org/about/internship-career/)

Communications and Event Management Intern

Date of Internship: Internships generally run a semester in length, but we can extend them depending on intern preferences. Start and end dates are flexible. Communications and Event Management Interns can, at times, be expected to plan beginning and end dates around ATF events.

Overview: Our Communications and Events Intern will gain event management and communication skills through the planning and implementation of events. They will also have the opportunity to exercise their creativity in the development of marketing and promotional materials, as well through social media management and website. Finally, they will play a role in the strategic development of various fundraising and awareness outreach campaigns. This internship is a great opportunity to increase experience and improve an array of skills!

Responsibilities:

- Implement and lead event planning initiatives.
- Act as a liaison between the organization and vendors.
- Secure in-kind donation items and conduct outreach to potential event attendees.
- Develop and coordinate marketing and promotional materials.
- Coordinate event logistics and volunteers.
- Manage all social media accounts, including Facebook, Instagram and Twitter.
- Manage outreach publications.
- Complete other duties as needed.

Qualifications:

- Firm grasp of available tools and platforms in the social media space;
- Event planning and development experience preferred, but not required;
- Completed or working toward a college degree with an interest in non-profit;
- Ability to communicate in a professional manner with others;
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines;
- Passion and enthusiasm for the mission of the American Transplant Foundation.

Status: This is a part-time internship and it is preferred that the intern works in the office a minimum of twice per week.

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 support@americantransplantfoundation.org.

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