



PASSAVANT HOSPITAL FOUNDATION

Special Projects Intern Job Description

Passavant Hospital Foundation is seeking Special Projects Interns for the 2018 summer and fall semesters. The Special Projects Intern will provide support for all aspects involved with special event fundraisers, outreach events and ongoing Foundation projects.

Passavant Hospital Foundation supports UPMC Passavant in McCandless and Cranberry, advancing the health and wellness for all in our community through education, outreach and grant making. Learn more at passavanthospitalfoundation.org.

Duties and Responsibilities:

- Assist with event logistics and planning
- Manage social media marketing platforms
- Help write/compile quarterly Foundation newsletter
- Maintain program and event records, files and databases
- Provide administrative support
- Other duties as assigned

Position Requirements:

- Excellent word processing and data management skills
- Proficient with social media platforms
- Strong communication and organizational skills
- Detail-oriented and able to work independently
- Knowledge of Microsoft Office Suite and standard business machines
- Graphic arts/design skills a plus
- Access to a vehicle preferred

We offer a flexible schedule with a required minimum of 10-15 hours per week. A \$500 stipend will be issued following the completion of a minimum of 110 hours for the semester.

To apply, email your resume and cover letter:

Jennifer Sears

Events Manager

steinsdoerferj@ph.upmc.edu.