



AMERICAN INDIAN SERVICES

scholarships for Native Americans

Position Description

Position Title: Development & Events Intern

Pay Range: \$12.00 - \$15.00/ Hour (determined by credentials and experience)

Classification: Non-Exempt

Internship Schedule: January 21, 2025 – June 30, 2025, Part-Time; 20-30 hours a week. We will work around your school schedule.

Role: Non-Supervisory

The mission of American Indian Services is to provide education to Native Americans in need through scholarships and programs while ensuring that their cultural values are preserved.

Summary of Work:

The Development & Events Intern (DEI) works under direct supervision of the American Indian Services (AIS) Development Director assisting with donor relations, fundraising and community events. The DEI exercises a great deal of discretion; they may frequently be provided with highly confidential information.

Duties & Responsibilities:

Development:

- Assists the Development Director with communications to current donors
 - Bulk mailings
 - Emails
 - Phone calls
- Assists in strengthening relationships with donors. Pick-up and drop off necessary items relating to donor relations.
- Update contact information of donors on FrontStream as needed.
- All other duties as assigned by the Development Director and Executive Director.

Events:

- Assist in fundraising and community events planning.
- Sends out event materials.
- Coordinate with internal staff, clients, and vendors to establish the requirements for an event.

- Locate resources, visit sites, and assist in internal meetings to help staff make decisions about events.
- Assist in planning and facilitating logistics, guest lists, venue preparation, presentation materials, security, catering, entertainment, transportation, equipment, decorations, and marketing materials.
- Pick-up and drop off necessary items relating to events.
- Assist with client experiences from conception through post-event review.
- Help organize staff on-site preparations, production, and event breakdown.
- Ensure consistent, high-level service throughout all phases.
- Attend all AIS events.
- All other duties as assigned by the Development Director and Executive Director.

Knowledge, Skills and Abilities:

- Basic knowledge and respect of Native American/Alaska Native cultures and peoples.
- Computer literacy skills, including MS Office Suite and Google docs
- Excellent written and oral communication skills.
- Interpersonal and professional skills i.e., ability to respectfully interact with people, great customer service, and can manage guest conflict.
- Extremely organized, reliable, punctual, accurate, and detailed oriented.
- Ability to handle sensitive and personal information.
- Ability to work independently as well as part of a team.
- Ability to meet deadlines and ensure completion of projects on schedule.

Required Qualifications:

- High school diploma or GED;
- A current college student with at least two years of schooling in related field.
- Valid Driver's License.
- Own a vehicle with insurance (for use on the job).

Note: All positions at the American Indian Services (AIS) support a safe, healthy and drug-free work environment through background checks, AIS maintains a drug & smoke-free environment. This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

Employment at American Indian Services (AIS) is on an at-will basis, which means that your employment may be terminated by you or AIS at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be

modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. AIS reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

Employee Signature

Date

Printed Name