



**POSITION:** External Affairs Intern

**LEAD SUPERVISOR:** Senior Marketing and Community Outreach Coordinator

**JOB TYPE:** Paid Internship

**ABOUT BRENT'S PLACE—**

Brent's Place —the primary program of the Brent Eley Foundation (BEF)— is a place of hope and healing that provides a long-term home away from home for patients (and their families) managing medical crisis while they receive treatment at local hospitals. In addition to Safe-Clean housing, we offer a variety of uniquely tailored programs and support for the entire family designed to help in the healing process.

**Who We Serve**

More than half of our patients are receiving bone marrow transplants, but we also welcome patients with long-term oncology needs and families facing a wide range of medical crises. We work with physicians and hospital social workers to determine who needs our services.

**INTERNSHIP SUMMARY—**

Brent's Place seeks a highly motivated graduate or undergraduate student to work closely with the External Affairs team in all areas of development. This opportunity is ideal for individuals interested in learning more about nonprofit External Affairs FUNCTIONS specifically the topics of fundraising, donor relations, marketing, public relations, and special events. Working alongside a team of dedicated and passionate professionals, this intern will participate in campaign design and execution, funder prospecting, supporter stewardship, external communications, event logistics, and more. This multifaceted internship offers hands-on experience and skill-building as well as the opportunity to make a difference in the lives of families touched by a medical crisis.

**What you will learn from your time at Brent's Place:**

- Production of external communication efforts through the creation of relevant blog, newsletter, and social media topics and content;
- Compassionate storytelling through the collection of patient stories and capturing meaningful moments via photo and video
- The life cycle of a marketing campaign from development to execution;
- Planning and execution of special events including assisting with logistics and day-of coordination;
- A general overview of fundraising campaigns and the impact they have on an organization;
- How to support a reemerging volunteer program

**What we are hoping you bring to Brent's Place:**

- Pending undergraduate or graduate degree, preferably with an emphasis in nonprofit management, business, marketing, communications, or hospitality;
- Ability to thrive in a dynamic work environment and able to juggle multiple projects and deadlines;
- Self-starter who takes initiative, highly reliable and organized;
- Strong oral and written communication skills;
- Capable and confident presence while interacting with a diverse constituency including Brent's Place residents, volunteers, donors, sponsors, and executive management;
- Excellent computer skills including proficiency working within website and social media platforms;
- Positive, upbeat attitude and commitment to Brent's Place mission and values;

**[www.brentsplace.org](http://www.brentsplace.org)**



- Ability to maintain confidentiality.

**Compensation:** \$15.00 per hour

**Internship anticipated timeframe is expected 3-6 months for approximately 10-15 hours a week.**

**WORK ENVIRONMENT AND SCHEDULE—**

Our work environment is dynamic just by the nature of our work with families in medical crisis. No one day looks the same as another, as we respond, support, and care for our families. The environment requires high emotional energy and ranges from joyful to heartbreaking; exhilarating to exhausting; detail oriented to broad support for our community. We are a compassionate team who work seamlessly together to support our families and care for one another.

**DIVERSITY, EQUITY, & INCLUSION—**

The Brent Eley Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**OUR APPLICATION PROCESS—**

We are excited to learn more about you!

**To apply, please submit a cover letter and resume to [jobs@brentsplace.org](mailto:jobs@brentsplace.org). In the subject line, be sure to reference “External Affairs Internship”.**

**Your cover letter should explain what excites you about the opportunity to learn skills and contribute to the Brent’s Place mission AND describe what unique skills you would bring to a team.**

Thank you again for your interest in joining the Brent’s Place team. We look forward to getting to know you through our application process.