

Students:

If you are looking for an internship, here is a list of pre-approved internships. Our students had great experiences with these employers for years. Please send a résumé and a letter that describes your professional interests & areas of professional interest to:

Erlanger Health System

Emilia Jones

Volunteer Services Manager

423-778-7892

emilia.jones@erlanger.org

Name:	Job Code:
Job Title: Children's Miracle Network Hospitals Intern	Supervisor: Children's Miracle Network Hospitals Coordinator

Mission: To improve the health of people we touch

Vision: To be recognized locally, regionally and nationally as a premier health system

R.E.S.P.E.C.T.: We will fulfill the mission and vision by adhering to the Standards of R.E.S.P.E.C.T.

- ◇ Responsiveness
- ◇ Enthusiasm
- ◇ Safety
- ◇ Privacy
- ◇ Excellence
- ◇ Communication
- ◇ Teamwork

Job Summary:

The Children's Miracle Network Hospitals Intern assists the Children's Miracle Network Hospitals Coordinator with planning, organizing and conducting local activities and campaigns in support of Children's Miracle Network Hospitals for Children's Hospital at Erlanger. This position supports fundraising by national CMN Hospitals partners to help increase both annual gift revenue and sponsor participation. The CMN Hospitals Intern will handle various clerical and coordination responsibilities including preparing letters, making phone calls, providing customer service to CMN Hospitals partners, assist with meeting preparation, as well as, general clerical support such as typing, filing, data entry, scheduling, and copying. The successful candidate must exhibit solid organizational and clerical skills with the ability to set priorities appropriately and meet deadlines. He or she must demonstrate strong verbal and written skills, good interpersonal communication skills, and excellent telephone etiquette and handle confidential information in a professional manner.

Internship sessions are available for a length of time mutually agreed upon by the intern and Children's Miracle Network Hospitals Coordinator such as, but not limited to, a college semester or six months. Interns who commit to an internship session are expected to stay throughout the entire session.

Children's Hospital Foundation at Erlanger

Emilia Pastina Jones

Volunteer Services Manager

Erlanger Health System

Office: (423) 778-7892

Fax: (423) 778-2680

Foundation Intern – Children's Hospital Foundation at Erlanger (*The position is unpaid.*)

Description:

The Children's Hospital Foundation at Erlanger has an opening for a Foundation Intern. The Foundation Intern will work with Foundation staff to develop, coordinate and implement Annual Giving programs including but not limited to special events, donor communications, and community partnerships.

Responsibilities:

The Foundation Intern will handle various coordination responsibilities including managing large event mailings, promoting events, scheduling logistics for events, communicating with event participants, and general clerical support such as typing, filing, scheduling, copying, and faxing. The successful candidate must exhibit solid organizational and clerical skills with the ability to set priorities appropriately and meet deadlines. He or she must demonstrate strong verbal and written skills, good interpersonal communication skills, and excellent telephone etiquette and handle confidential information in a professional manner. We will provide other responsibilities and opportunities that are desired to help advance experience.

Minimum Requirements:

- Must be currently enrolled in an accredited college or a recent graduate
- Must be able to work a minimum of 15 hours per week. Start and end dates flexible based on student's schedule, recommended 6 month internship
- Strong working knowledge of computer applications (Word, Excel, PowerPoint, Access, Outlook, and Publisher)

Please submit resume and cover letter to: [**katie.dolphin@erlanger.org**](mailto:katie.dolphin@erlanger.org)

American Heart Association

Terran Anderson at 423-763-4404 or [**terran.anderson@heart.org**](mailto:terran.anderson@heart.org)

519 E. 4th Street Chattanooga, TN 37403

423-763-4400

The Chattanooga office of the American Heart Association is primarily a hub for fundraising and field operations. Students interning with AHA will be expected to assist with all activities associated with the planning, preparation, and execution of such fundraising events as well as general office duties. Aspects include sponsor interaction, mailings, and preparation for meetings, email and phone communications, assisting with

volunteer management, community events, large event logistics, and day of event set up and break down. Interns will be working closely with a database of volunteers, corporate sponsors, and other partners associated with the organization. It is vital that they handle their interaction with professionalism.

Public Education Foundation

cpayne@pefchattanooga.org

or

Christa Payne
Vice President of External Affairs
100 East Tenth Street , Suite 500
Chattanooga, TN 37402

Center for Nonprofits

Kate Skonberg
Associate Director
United Way's Center for Nonprofits
423.752.0308
<http://www.cnpchatt.org/www>

Chattanooga Area Food Bank

mhuffines@chattfoodbank.org

The mission of the Chattanooga Area Food Bank is to lead a network of partners in eliminating hunger and promoting better nutrition in our region. We work with a network of over 300 partner agencies to distribute food to a 20 county service area. Together we feed 20,000 people a week in a region where 1:6 adults and 1:4 kids are food insecure. We have a variety of feeding programs for kids, seniors, and those in rural communities. Last year we distributed over 12 million pounds of food through a committed staff, an army of volunteers, and generous donors.

Mark Huffines
Volunteer Coordinator
Chattanooga Area Food Bank
2009 Curtain Pole Rd.
Chattanooga, TN. 37406
423.622.1800 ext. 207

**Habitat for Humanity of
Greater Chattanooga**

Dawn Hjelseth, Direct
or of Volunteers at
dstoike@habichatt.org
or
423-756-0507 ext.16

Junior Achievement of Chattanooga, Inc.

Megan Dearing
med@jachatt.org
423-892-4488

Junior Achievement gives young people the knowledge and skills they need to own their economic success, plan for their future and smart academic and economic choices. Corporate and community volunteers deliver relevant, hands-on experiences that give students from kindergarten through 12th grades knowledge and skills in financial literacy , work readiness and entrepreneurship. JA program empower students to make a connection between what they learn in school and how it can be applied in the real world – enhancing the relevance of their classroom learning and increasing their understanding of the value of staying in school.

YoungAndWiser, Inc.

Tom Bissonette

Founder/Director
<http://YoungAndWiser.org>
Email: tom@youngandwiser.org
Phone: 423.402.9520