



## NativityMiguel Buffalo

*The NativityMiguel Middle School of Buffalo*

### **SPECIAL EVENTS INTERN 2017-2018 School Year**

**Position:** Part-time internship in the advancement office to observe and learn how to execute a large fundraising event in the Spring of 2018. Activities will include donor data entry, helping to prepare mailing/email lists, coordinate printed materials needed for event, assist with smaller events held, attend committee meetings, organize information needed for sponsors and guest lists, provide support for auctions and participate in training for volunteers on the event night.

**When:** January 2018 (or sooner) - May 2018

**Compensation:** This is an unpaid internship to complete required college credit hours.

**Qualifications:** A college student enrolled in coursework related to Marketing, Management, Communications, Non-Profit Management or a related field. Please refer to our [website](#) before applying.

**Mission Statement:** The NativityMiguel Middle School is a faith-based middle school transforming the lives of underserved students in a secure and nurturing environment on single gender campuses. In partnership with our families, we deliver a uniquely effective education that includes an extended school day and school year, dedicated and caring teachers, personal mentoring and continuing support through high school graduation.

**Additional Information:** [Facebook](#), [Twitter](#), [Instagram](#), [Linkedin](#), [Website](#), [NativityMiguel Coalition](#)

**Application Procedure:** Please submit the following credentials to: Mrs. Nancy Langer, President at [nlanger@nativitymiguelbuffalo.org](mailto:nlanger@nativitymiguelbuffalo.org)

1. Letter of application, including how your background and experience matches/compliments the needs of our school
2. A current resume
3. A description of course requirements related to the internship