



project sunshine

Title: Health and Creative Arts Program Internship

About Project Sunshine: Project Sunshine empowers a dynamic and dedicated corps of over 15,000 volunteers to bring programming - recreational (arts), educational (tutoring and mentoring) and social service (HIV and nutritional counseling) - to 100,000 children facing medical challenges and their families in 175 cities across the United States and in four international locations: Canada, China, Israel and Kenya.

Project Sunshine trains and equips volunteers to deliver enrichment programming to young patients and to restore a crucial sense of normalcy to the pediatric healthcare environment.

About the Health and Creative Arts Program Internship Position: Project Sunshine is seeking dynamic undergraduate college interns for the Spring of 2017 (Late January/early May) to work for a rapidly growing, fast-paced non-profit organization. This is an unpaid internship, but school credit is available upon request and review.

Interns will be responsible for:

- Supporting the program team in planning, organizing, and implementing hospital programs and corporate social responsibility events throughout New York City for children facing medical challenges and their families
- Managing and organizing aspects of program supply ordering, preparation, packing, inventory, and delivery
- Coordinating the distribution of craft kits, toys, books, and other donations to our 300 partner pediatric medical facilities nationwide
- Researching and creating new program materials and informational modules for hospital programs, sample arts projects, and assisting the pilot of new programs
- Developing a variety of communication pieces (web, email) to inform, mobilize and inspire Project Sunshine's volunteer networks to take part in campaigns
- Assisting with general office work including running errands, answering phones, filing, and assisting with special projects and fundraising events, and other roles as needed and assigned

Internship Benefits:

- Gain invaluable working experience in a passionate, exciting, mission-driven organization
- Opportunity to work in a collaborative environment alongside people who are experienced in their fields
- Establish a professional network and make many valuable connections
- Chance to be fully integrated into the organization. This includes getting to know how a nonprofit functions, and an opportunity to be a part of all staff functions: team meetings and staff engagement activities
- Professional Development opportunities including intern lunches with staff to discuss career paths, informational interviews, job career preparation and more

Qualifications:

- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Must be computer literate (working knowledge of Word, Excel, internet research)
- Event planning, marketing, graphic designing, and volunteer experience a plus
- The desire to learn about the nonprofit sector, volunteer management, and/or the arts and public health space
- Commitment to the mission and values of Project Sunshine

Candidates must be willing to commit 10 hours a week, split between at least two days. Schedule can vary.

To Apply: Both a cover letter and resume are required. Please email your cover letter and resume to info@projectsunshine.org. Please include the cover letter and resume in BOTH the body of the email and as attachments in case the attachments cannot be opened. Please include any language skills as well. Please put "Health and Creative Arts Program Internship" in the title of your email.

NO phone calls please.