



## AUCTION INTERN

### Spring Semester 2023

Ouelessebougou Alliance is a non-profit organization based in Utah working in partnership with villagers to transform the quality of life in the Ouelessebougou region of Mali, West Africa by delivering sustainable programs in health and education. For more information visit: [www.lifteachother.org](http://www.lifteachother.org)

The Alliance is seeking interns to support our signature fundraising event, the **37<sup>th</sup> Annual Gala Auction** to be held on April 29, 2023. This internship is an excellent opportunity to experience various aspects of fundraising, event planning and marketing while working for a great cause.

#### Description of Job Duties:

- Solicit in-kind donations for silent auction by phone, email and/or in person visits
- Perform detailed data entry on donors, solicitations and auction items
- Arrange for and/or pick-up silent auction items
- Assist with silent auction packaging, creating gift certificates and other event preparations
- Promote event and recognize donors online and through social media channels
- Assist with event coordination, set-up/clean-up, volunteer management and other duties as assigned

#### Qualifications:

- Enthusiasm for the mission of Ouelessebougou Alliance and humanitarian work
- Comfortable making solicitations, sales and event experience preferred but not required
- Self-motivated and dependable! Committed to finishing projects and requirements of internship
- Ability to take initiative and work independently as well as in a team environment
- Experience working remotely is a plus
- Excellent communication and organizational skills
- Strong computer skills including Microsoft Office programs, Google Docs, data entry, social media, etc.
- Must have personal computer and phone

**Location:** Remote work with in-person meetings 1-3x a week as the Gala approaches.

**Salary:** We will work with students to meet requirements for academic credit.

**Schedule:** 18 week internship from January – May 5<sup>th</sup>. Flexible scheduling can be arranged; however, most hours must be worked Monday – Friday unless otherwise indicated.

January – April	15 hours/week
End April – May	Extended event hours

**To Apply:** Email resume and short cover letter to [jobs@lifteachother.org](mailto:jobs@lifteachother.org) explaining why this opportunity interests you. **Subject: OA Auction Intern**

*Applications accepted on a rolling basis*