

Ulman Foundation – Events Intern

REPORTS TO: Program Coordinator, Events & Marketing

LOCATION: 1215 E Fort Ave. Suite 104, Baltimore, MD 21230

STANDARD OFFICE HOURS: 9 AM- 5 PM, Monday-Friday, with some nights and weekends for Events (as assigned)

The Ulman Foundation (Ulman) is a national non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer.

POSITION OVERVIEW: As an intern working with the Events Director, you will be responsible for supporting Ulman’s Events and Marketing efforts. This position is an opportunity to gain hands-on experience in an open, fun, and collaborative environment. You will have the opportunity to raise awareness of the Ulman Mission through the development and implementation of events and marketing strategies. You won’t be asked to file papers, you’ll be asked for your opinion!

Based on skill and desire, specific position projects may include:

Social Media/Marketing:

- Implementing social media campaigns for upcoming events
- Helping create interesting, effective and on-brand communications and marketing pieces for print and digital

Events:

- Drafting and implementation of silent auction item solicitation strategies
- Assistance putting together Run of Shows, vendor communications, volunteer communications, and event logistics
- Logistics and onsite support of Ulman Events
- Special Projects as assigned

Qualifications/Skills:

- Social Media – understanding of latest trends and experience using social media channels including Facebook, Instagram, Twitter, and Snapchat
- Previous event planning experience preferred
- Creative thinker problem solver
- Flexibility

Ulman Headquarters

1215 East Fort Ave, Suite 104
Baltimore, MD 21230

Ulman House

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Baltimore, MD 21205

ulmanfoundation.org

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- Organization
- Passion for and understanding of the Ulman Mission

Educational requirements, credentials or licenses required:

- High School Diploma required
- Marketing, Public Relations, Communications or related majors preferred

To Apply:

Interested candidates should submit a cover letter and resume to jobs@ulmanfoundation.org with “Events Intern” as the subject line.