



Nolan's H.E.R.O. Foundation

Job Title:	Event Coordinator	Job Category:	Internship
Department/Group:	Marketing	Job Code/ Req#:	MKT-002
Location:	Pittsfield, ME	Travel Required:	None
Level/Salary Range:	Internship	Position Type:	Internship
HR Contact:	Ray Berthelette	Date Posted:	1/30/2023
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Until Filled
Applications Accepted By:			
EMAIL: ray@NolansHEROFoundation.org Subject Line: Marketing Associate Internship		MAIL: Ray Berthelette Nolan's H.E.R.O. Foundation 324 Hamilton Terrace Pittsfield, ME 04967	
Job Description			
ROLE AND RESPONSIBILITIES Nolan's H.E.R.O. Foundation is a non-profit organization formed to carry on the mission of Nolan Berthelette, a Pittsfield youth, who suffered a fatal brain aneurysm at the age of 14. Our goal is to raise awareness of brain aneurysms and to support those who are finding ways to be a H.E.R.O. (Helping Everyone Realize Opportunities) in the lives of others. An Event Coordinator you will be instrumental in assisting the Foundation develop, organize, and conduct public fundraising events. <ul style="list-style-type: none">• Plan and conduct annual Talent Show.• Plan and conduct annual 5K.• Create, plan, and conduct new public events for fundraising.• Use social media and web site to promote events.• Work with Marketing Associate to design brochures and posters for events.• Work with Marketing Associate to write press releases informing media outlets of our events.• Work with Marketing Associate to advertise events.• Other duties as requested.			
QUALIFICATIONS AND EDUCATION REQUIREMENTS High School or College Internship			
PREFERRED SKILLS Writing skills, Computer skills, MS Word, MS Excel, MS Powerpoint, MS Publisher, social media, research, team player, motivated, ability to meet deadlines, want to make a positive impact in the World.			
ADDITIONAL NOTES Since we are a 501c(3) non-profit organization, your hours will not only count towards your internship, but towards community service as well.			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Ray Berthelette	Date/Time:	1/30/2023 2:40pm