

Responsible To: Advancement and Community Engagement Manager

Task Description: The Carnegie Science Awards program recognizes and promotes outstanding science and technology achievements in Western Pennsylvania. Established in 1997, the Awards have honored more than 575 innovators in science, technology, and education. The annual Carnegie Science Awards Celebration – Carnegie Science Center’s signature fundraising event, takes place each May.

The intern will aid in recruiting award nominees, and planning and execution of the Carnegie Science Awards Celebration event, particularly the silent auction component. The ideal candidate will have a strong interest in marketing/communications and project management in a non-profit and be outgoing, organized, internet savvy, and able to work independently.

Responsibilities:

- Conduct research on prospective nominees from companies, organizations, and individuals
- Solicit nominations from companies and organizations for a Carnegie Science Award
- Solicit in-kind donations for the Silent Auction, organize contributions, send letters of acknowledgement, and be the main point of contact for auction donors.
- Assist Advancement Manager with event planning and execution for the Awards
- Assist with general meeting preparation and Advancement events.

Skills Required:

- Goal oriented—work on a project through to completion
- Team player—work in a team atmosphere to complete a project
- Excellent verbal and written communication skills
- Organizational skills
- Ability to think creatively
- Develop a project while meeting benchmark goals
- Proficiency with Microsoft office and familiarity with databases

Skills to be learned:

- Be involved in the planning of a large fundraising event
- Learn the role of an advancement department within a non-profit
- Networking with stakeholders in a non-profit
- Learn how to cultivate resources for an organization

Training Methods:

- On the job training in an office environment
- Shadowing manager and other staff
- Weekly check-ins

Time Frame:

- Monday-Friday hours, some work may be done by tele-commuting.
- Fall semester with opportunity to extend through spring semester.

To Apply: Send a letter of intent, resume, a letter of reference from either an academic advisor or professor, to:

Internship Program
Carnegie Science Center
One Allegheny Avenue
Pittsburgh, PA 15212

- OR -

VolunteerPrograms@CarnegieScienceCenter.Org