



American Red Cross
Illinois Region

Special Events Internship

Spring 2026

This position will focus on nominations for our annual Chicagoland fundraising event, the *Heroes Breakfast*, fundraising and management for our Chicago Marathon charity running team, *Team Red Cross*, and planning for our annual Quad Cities fundraising event, *A Taste on the River*.

**Ideal candidates will be in the position from early January to early May.
Ideal candidates are located in Chicago or the Quad Cities.**

Chicagoland candidates must be able to work the Heroes Breakfast on May 6, 2026.

RESPONSIBILITIES

1. Support auction planning and donation processing for Quad Cities Taste on the River event.
2. Assist with Team Red Cross runner onboarding paperwork and outreach.
3. Chicagoland: Assist with the Heroes Breakfast night before set-up (May 5, 2026) and the Heroes Breakfast event (May 6, 2026) **All required attendance.
4. Support attendee registration and seating process for guests at the Heroes Breakfast.
5. Support the nomination sourcing, editing, review, and selection process for the Heroes Breakfast.
6. Assist with data entry, mass mailings, filings and other administrative tasks as needed.

WHY INTERN AT THE RED CROSS?

1. See what it's like to work for one of the nation's largest nonprofits
2. Gain understanding around planning successful special events within a nonprofit
3. Be part of a fun, hands-on team, that wears multiple hats
4. Increase your skill set of Microsoft Excel and other Microsoft Office programs
5. Learn how to appropriately work with and manage major corporate event sponsors
6. Build personal organizational and planning skills

QUALIFICATIONS

1. High proficiency in Microsoft Office programs including Word and Excel
2. High proficiency in email and online research
3. Strong written and verbal skills
4. Strong personal and customer service skills
5. Must be able to lift at least 20 lbs