



**American Red Cross**  
Illinois Region

## **Special Events Internship**

**Summer 2026**

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**The summer Special Events Internship position supports all four special events in the Illinois region: helping with silent auction logistics for *A Taste on the River*, management of our *Team Red Cross Chicago Marathon* charity running team, nominations research and outreach for *Heroes Breakfast*, and planning for *Evening of Stars*.**

**Ideal candidates can start in late May or early June.**

**Ideal candidates are located in Chicago, Bloomington/Normal, or the Quad Cities.**

### **RESPONSIBILITIES**

1. Support silent auction for Quad Cities *A Taste on the River* in June, including online setup and description writing.
2. Support planning and logistics for Bloomington/Normal *Evening of Stars* event.
3. Research and manage outreach to potential nominations for *Heroes Breakfast* event.
4. Help coordinate *Team Red Cross* virtual kick-off event for runners, support ordering and dissemination of runner singlets, and manage communication with interested runners.
5. Assist with special event coordination and planning, including but not limited to event acknowledgements, online host platform logistics, vendor research and working with event volunteers.
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 10 lbs.