



American Red Cross
Illinois Region

Special Events Internship Fall 2025

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

**Ideal candidates can start in August.
Ideal candidates are located in Chicago or Bloomington/Normal.**

**Chicagoland candidates must be able to work the Chicago Marathon on October 12, 2022.
Bloomington/Normal candidates should be able to work Evening of Stars, late October 2025.**

RESPONSIBILITIES

1. Support planning and logistics for Bloomington/Normal *Evening of Stars* event.
2. Support the nomination sourcing, editing, review, and selection process for the *Heroes Breakfast*.
3. Support planning, logistics and execution of *Team Red Cross* Marathon events, including Chicago Marathon Abbott Health & Fitness Expo booth and Marathon Day tent in Grant Park.
4. Research and solicit food and beverage donations needed for Team Red Cross events.
5. Manage restaurant and auction donor research for Quad Cities *A Taste on the River* event.
6. 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.
7. 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.