The Leukemia and Lymphoma Society

Title: Light the Night Campaign Assistant

Location: Cranford, NJ

Job Type: Internship

Salary: Unpaid

Start Date: 5/23/16

Job Description:

The Leukemia & Lymphoma Society's New Jersey Chapter is seeking a Campaign Assistant, who is interested in event coordination and non-profit fundraising, to join our energetic Light The Night team. Light The Night is The Leukemia & Lymphoma Society's nationwide evening fundraising event to celebrate and commemorate lives touched by blood cancers. Participants walk along a two mile route carrying illuminated balloons -- white for survivors, red for supporters and gold for walkers to remember loved ones lost to blood cancers. Funds raised support The Leukemia & Lymphoma Society's mission to cure leukemia, lymphoma, and myeloma, and improve the quality of life of patients and their families. The Light The Night intern will work under the supervision, direction and training of the campaign staff to accomplish assigned duties and responsibilities. They will also perform projects and activities for the Light The Night Walk teams to support and enhance fundraising.

Primary Responsibilities:

- Assist with the logistical planning of multiple Light The Night and LLS (i.e. Light The Night's 5 Walks, Corporate Breakfast, Light The Night Thank You Party, Light The Night Kickoff)
- Plan, implement and coordinate elements of grassroots marketing activities to ensure the success of events and enhance public awareness of LLS;
- Contact team captains to build relationships and encourage them to participate in the 2016 Walks;
- Coordinate mailings on a weekly basis; inclusive of updating data with current information;
- Support Light The Night staff with building and maintaining internal infrastructure, including sponsorship and promotional materials;
- Generate weekly walker reports and mailing materials to new walkers;
- Assist with data entry into Excel spreadsheets and fundraising databases

Qualifications:

- Interest in non-profit event logistics and fundraising
- Ability to individually manage an assigned project, both long-term and short-term
- Exceptional attitude and enthusiasm toward the goal and mission of the Light The Night Walks
- Must be a self-starter with unique ideas to improve the Light The Night Walks
- Detail-oriented and strong organizational skills
- Professional demeanor
- Excellent written and verbal communication skills
- Must be comfortable speaking in public and speaking to individuals over the phone
- Working knowledge of MS Office and database management
- Strong interpersonal skills and judgment
Application Instructions:

Application deadline: March 1, 2016
Email Resume & Cover Letter to: Lumene.Charles@lls.org