

## American Red Cross of Central Texas Volunteer Positions

Title	Fundraising Intern
Department	Finance and Communication
Location	American Red Cross of Central Texas 9 Counties
Reports to	Elaine Acker
State date	Ongoing
Job Status	Unpaid Volunteer Position
Description	Ensuring the Chapter has strong vendor relationships and maximized fundraising opportunities.
Responsibilities	<ul style="list-style-type: none"> <li>• Collect data on vendor relationships</li> <li>• Analyze previous fundraisers</li> <li>• Organize new fundraising opportunities</li> <li>• Interact with vendors</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• *Must be a registered volunteer</li> <li>• Ability to type 30wpm</li> <li>• Familiarity with standard internet browsers(Internet Explorer/ Firefox)</li> <li>• Familiarity with Word, Excel, and Outlook</li> <li>• Ability to interact professionally with vendors</li> <li>• Detail oriented</li> <li>• Self-motivated</li> <li>• Able to work with minimal supervision</li> </ul>
Training Needed	None
Time Commitment	2 hours per week minimum