

<b>Job Title</b>	Special Event and Fundraising Intern
<b>Employer/ Agency</b>	Interfaith Ministries of Greater Houston
<b>Job Description</b>	Interfaith Ministries for Greater Houston (IM) is seeking a part-time or full-time development intern (with the possibility of an extended paid internship.) IM is a Houston non-profit that brings people of diverse faiths together for dialogue, collaboration and service. The organization's three main service units are Meals on wheels for Greater Houston, Refugee Services, Interfaith Relations/Disaster Preparedness. The Special Event Intern will be a working member of the development team and will be guided along the process by the Development Director and other development staff. Through the Special Event Intern, the development team will be able to develop and produce current and future special events.
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>•Excellent verbal and written communication skills</li> <li>•Ability to analyze and report on a wide range of research findings</li> <li>•Working knowledge or willingness to learn The Raiser's Edge system would be an asset</li> <li>•Currently enrolled full-time in undergraduate, graduate or recent (within one year) graduate</li> <li>•Team orientation and willingness to communicate openly to other team members and maintain transparency in daily work</li> <li>•Strong understanding and ease with Microsoft Office Suite is a must</li> <li>•Must have a valid driver's license and automobile liability insurance</li> <li>•Multi-cultural/multi-religious experiences a plus, but not a requirement</li> </ul>
<b>Salary/Hours</b>	\$750 a semester, full-time or part-time interns accepted
<b>Address</b>	3303 Main Street
<b>City, State, Zip</b>	Houston, TX 77002
<b>Contact Person</b>	Jackie Armstrong, LMSW
<b>Contact Title</b>	Development Officer
<b>Telephone Number</b>	713.533.4925
<b>Fax Number</b>	713.520.4663
<b>Email Address</b>	<a href="mailto:jarmstrong@imgh.org">jarmstrong@imgh.org</a>
<b>Application Method</b>	Email or phone call to Jackie Armstrong with resume and introduction letter.
<b>Opening Date</b>	Fall, Spring and Summer Positions

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.