



Special Event Internship

RMHC St. Louis is seeking a highly motivated and detail-oriented individual to join our team as a Summer Special Event intern. This unpaid position offers a hands-on opportunity to gain experience in planning, coordinating, and executing special events. This intern will work closely with the Special Event Manager and Development Team to ensure success of key summer events which include our annual Auction and Golf Tournament in June and Kids & Clays Auction and Tournament in August, as well as support the planning of additional key events.

Key Responsibilities

- Planning, execution, and wrap up related to signature RMHC fundraising events which raised over \$2M in 2024, and engaged hundreds of volunteers, attendees, and participants.
- Assist with committee meeting preparations.
- Follow up on auction item acquisition.
- Track and record auction items, sponsorships, RSVPs and more.
- Vendor and volunteer follow up.
- All manners of event preparation.
- Assisting with the Tab Top program
- Supporting the Caring Partners Program through company research
- Managing Red Shoe Society events and members
- Plan and execute one family centered activity with direction and supervision of Event Manager and guidance of House Operations team.
- Other duties as assigned.

Qualifications

- An interest in special events, hospitality, nonprofit work, or related field.
- Strong organizational skills with attention to detail.
- Excellent written and verbal skills.
- Proficiency in Microsoft Office Suite; familiarity with event software (OneCause, Canva, Raiser's Edge, InDesign) is a plus.
- Ability to work occasional evenings to assist in event set up, execution, and wrap up. (6/1, 6/2, 8/13, 8/14, 8/15).
- Desire to make a real difference and contribute to our mission while gaining professional event planning experience.

Time Commitment:

- 10-15 hours a week
- Days negotiable

Compensation: unpaid

About Ronald McDonald House Charities® of St. Louis

Ronald McDonald House Charities® of St. Louis provides comfort, care, and a home-away-from-home for families of seriously ill children. Our organization has grown from an eight-bedroom facility in 1981 to our two-House program with 92 rooms. Over 540 families were housed and fed in 2024. Nearly 57,000 visitors benefitted from our four Ronald McDonald Family Rooms®, located inside Mercy Children's Hospital, St. Louis Children's Hospital and SSM Health Cardinal Glennon Children's Hospital. For more information, visit rmhcstl.org.

Send resume to: McKenna Bunjan at mbunjan@rmhcstl.com, **no phone calls please.**