



## **Programs & Events Intern (Summer & Fall 2025)**

### Position Summary:

This is a part-time internship beginning in June 2025 and continuing through the fall term, working under the leadership of the Programs and Development Manager. The internship requires a flexible commitment of approximately 5 hours per week, with increased time up to 10 hours per week during the months of September - November.

This position requires a team player mentality and mission-driven perspective as well as strong communication skills, attention to detail, flexibility, sensitivity and confidentiality. The successful intern is self-directed to meet job objectives and adapts easily to additional responsibilities as needed.

No particular course experience is required, however this may be a strong fit for a candidate interested in a future career in nonprofit management, event planning, social work or related areas.

**About June Jessee Memorial Foundation (JJMF):** The June Jessee Memorial Foundation (JJMF) provides relief and support to help children with complex neurological conditions and their families. Inspired by June Jessee, a brave girl who fearlessly faced chronic, life-limiting conditions with no specific diagnosis, the JJMF provides support for physical, emotional and financial well-being of children facing similar paths as well as their families.

### Responsibilities:

- Track program registrations and prepare communications for community events including outdoor music therapy sessions, parent and family connection events, and Halloween Party at The Magic House
- Assist Programs and Development Manager with fall events including the Halloween Party at The Magic House, An Evening of Joy auction, and other development tasks as assigned
- Assist team with general administrative tasks including but not limited to scheduling meetings, preparing email communications, creating community surveys via Google Forms, and other tasks as assigned
- Attend Halloween Party at The Magic House on Sunday, October 12, 2025, helping to lead volunteer team
- Attend An Evening of Joy event on Friday, November 7, 2025 and serve as a key member of the JJMF team, including leadership roles overseeing some event aspects and volunteer management

### Qualification/Experience Requirements:

- Education: Minimum high school diploma or equivalent with some college level coursework completed
- Computer Skills: Must be proficient in all Microsoft Office programs and Google Drive, including document, spreadsheet, and form creation. Must have experience hosting Zoom meetings.
- Strong verbal and written communication skills
- Attention to detail, critical thinker and problem-solver
- Self-starter personality with willingness to learn new skills and react positively to constructive feedback

Working Condition Requirements:

This is a remote position, however candidates must be based in the St. Louis, MO metropolitan area and able to attend some in-person meetings and events. Applicants must have access to personal home office equipment including computer, printer, reliable internet connection and phone service. Working hours for this position are flexible; however, attendance at scheduled meetings and events is expected.

Applicant Instructions: Please email cover letter and resume to Allison Reichart, Deputy Director at [allison@junejessie.org](mailto:allison@junejessie.org) with email subject line "Programs and Events Internship"