



Job Title:	Camp Mariposa Program Intern
Employer:	The Moyer Foundation
Location:	Philadelphia, PA
Hours:	Flexible schedule; Minimum 6 hours/week
Salary:	Course Credit Only
Reports To:	Brian Maus, Director of Addiction Prevention & Mentoring Programs

Organization Summary:

The Moyer Foundation is a public, 501(c)(3) non-profit organization with a mission to provide comfort, hope and healing to children and families affected by grief and addiction. Founded in 2000 by MLB pitcher Jamie Moyer and his wife Karen, The Moyer Foundation supports thousands of children and families each year through its programs and services offered free of charge. Camp Erin® is the largest national bereavement program for children and teens grieving the death of someone significant in their lives. Camp Mariposa® is an addiction prevention and mentoring program for youth impacted by the substance abuse of a family member. The Moyer Foundation Resource Center extends the Foundation's continuum of care by providing robust online resources and personalized support for families experiencing grief or addiction. For more information, please visit www.moyerfoundation.org.

Position Summary:

This internship will provide opportunities for learning about the programming, fundraising and administrative aspects of a non-profit organization. The Camp Mariposa Program Intern will work alongside staff to assist in the day to day operations in support of the mission.

Duties and Responsibilities:

- Ensure program best practices by processing Camp Mariposa grant and partnership requirements.
- Provide support with data entry
- Assist with grant research, outreach support, in-kind donation solicitation, etc.
- Assist with the development of National Addiction Prevention Resource Guide and promote industry networking by researching relevant, related resources and organizations.
- Assist with upcoming events, fundraisers and conferences, to include: research, marketing/outreach, tracking, etc.
- Contribute to marketing and outreach efforts, including social media content and camper recruitment.

Required Qualifications and Skills:

- Pursuing a BA in Psychology, Sociology, Communications or related field.
- Knowledge of and commitment to The Moyer Foundation.
- Proficiency with Microsoft Office.
- Outstanding written and oral communication skills.
- Excellent teamwork and interpersonal skills with a positive and professional attitude.
- Excellent organizational skills and attention to detail.
- Dedicated to meeting the expectations of internal and external customers.

For more information or to apply, please email resume and cover letter to Brian Maus, Director of Addiction Prevention and Mentoring Programs, at brian@moyerfoundation.org.