



Student Ambassador Job Description

October, 2021 - February, 2021

About the Foundation: The **Harold E. Eisenberg Foundation** is a Chicago-based nonprofit organization with a dual mission committed to embracing life's challenges through gastrointestinal cancer research and education. We aim to advance cancer medicine and increase survivorship by fighting cancers of the esophagus, liver, pancreas, kidneys, stomach, intestines, gallbladder, colon, and rectum. We are committed to catapulting the career paths of aspiring real estate students through hands-on, real-world education opportunities, including mentorships, scholarships, the Scholars Program, Career Day, the Speaker Series, the Real Estate Challenge, and more.

About the Position: The Foundation Student Ambassador will take on this exciting learning opportunity by serving the organization in the areas of program implementation, data analysis, fund development, sponsorship, virtual and in-person event planning, public relations, marketing and social media.

Position Requirements: Interested students must be able to earn credit for their role with the Foundation as a component of undergraduate or graduate study in an applicable field. The position may span multiple semesters if credit is being earned in accordance with the rules of the college or university of study. The Foundation Student Ambassador will report to the Director of Development and work under the direction of all full-time members of the Harold E. Eisenberg Foundation team. This position is currently remote; however, the Student Ambassador will be expected to work in-office when possible.

Highlights: This is an excellent opportunity for a self-motivated student looking to gain exposure in the nonprofit industry with remote working capabilities.

About You: The top candidate for this role must exhibit strong task management skills, thrive in a fast-paced environment, be highly organized with a keen eye for detail, and have a passion for learning and self-improvement.

Key responsibilities of the Foundation Student Ambassador include, but are not limited to the following:

Responsibilities

- Perform data entry and on-line research to identify past mentees and support our staff's efforts to re-engage past mentors and mentees with our organization's Mentorship Program
- Create, develop, and edit communications for the Harold E. Eisenberg Foundation in collaboration with full-time staff including, but not limited to: marketing and advertising materials, social media posts, event implementation, surveys, press releases and assisting with grant review, research and development.
- Edit, create and revise materials using multiple applications
- Constituent management tasks including CRM management, meeting correspondence and donation tracking.
- Conduct research to stay current with relevant regional commercial real estate and cancer/healthcare news and trends
- Independently perform multiple tasks as assigned against frequent deadlines



Requirements

- Pursuing a BA/BS undergraduate degree or graduate degree in Nonprofit Management, Marketing, Social Work (Macro), Communications, Real Estate or a similar field required and a strong record of academic achievement and demonstrated quantitative skills
- Previous internship experience in an office environment
- Proficient in Microsoft Office and key social media platforms
- Strong writing, editing and proofreading skills
- Ability to excel in a fast-paced, high performing environment under frequent, strict deadlines
- Superior project management, organizational and time management skills
- Confident communicator and presenter

Day/Hours: Flexible weekly hours Monday through Friday with additional evenings and weekends based on event schedules.

Commitment: 4 months (October-February)

Minimum 15 hours per week. Maximum 30 hours per

**Please submit your resume to
info@eisenbergfoundation.org**