



INTERNSHIP OPPORTUNITY

Job Title: Fund Development & Event Planning Intern
Reports To: Annual Giving & Events Officer

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocate for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program. In addressing the unmet needs of the community, Kin On is soon to complete an Assisted Living Facility and Adult Family Home.

GENERAL RESPONSIBILITIES

- Assist with fundraising events including, but not limited to sports tournaments, benefit dinners, auctions, and donor engagement events
- Assist with event planning, registration promotion/publicity, event day coordination and post event teardown and follow up
- Assist with community engagement and outreach efforts
- Administrative and other duties as assigned
- Other special projects as assigned

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Proficient in MS Office applications
- Good communication skills
- Interested and/or experience in Event Planning and/or Fundraising
- Attention to detail, organized, follows directions
- Energetic and positive
- Professional and a team player
- Able to multitask
- Dependable, able to meet deadlines
- Must be able to frequently lift and move up to 30 pounds
- Valid driver's license and access to an insured and reliable car
- Experience with graphic design software (ie: Publisher, Adobe InDesign) a plus but not required
- Bilingual in Chinese and English a plus but not required
- Chinese word processing is a plus but not required

Stipend: \$800/month

Schedule: End of April to End of October 2019. 20 hours a week. The work schedule is variable, depending on the demands of the events you will be working. Position may require work on evenings and weekends. Flexibility to work both on-site and off-site.

TO APPLY: Email cover letter, resume and [Volunteer Application Form](#) to Marissa Ukosakul-Witt, Annual Giving & Events Officer mukosakul@kinon.org.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.