



St. John's Hospital Foundation

— Celebrating Twenty Years —

St. John's Hospital Foundation Summer Intern Position

PRIMARY FUNCTION: Assists Foundation staff with projects and fundraising priorities, correspondence, mail, phone calls, data entry, campaign planning, special events planning and implementation.

Reports to: The Foundation President

Salary: Based on experience

Part Time/Full Time: This position is 20 hours per week.

Work Environment: A functional office space in a health care setting; frequent work outside of the hospital and outside of established office hours.

PHYSICAL DEMANDS: Intermittent sitting and computer use. Intermittent standing and walking. Frequent telephone use. Some lifting and physical work setting up and running events.