

Human Services Internship

Intern with Special Event/Fundraising Manager

This position requires the ability to maintain Excel Sheets. The intern will create flyers, journal ads, event invitations using Publisher. The intern will maintain a solicitation process for gifts in kind and create a timeline for each event. The intern will attend event meetings as needed and the special event itself. Upcoming events are our Golf & Tennis Outing, our Sports Festival on June 2nd and a gala dinner dance in September.

Kathy Bihn

Program Manager

718-343-5683 516-775-5683 xt. 133

kbihn@rmhlongisland.org