



Career Opportunity: Development Intern

About the Buddy Program

Join our team!

For 52 years, the Buddy Program has been serving youth in Aspen to Glenwood Springs and in Rifle. We operate four programs, including one-on-one mentoring and group/experiential mentoring, known as our LEAD (Leadership through Exploration, Action, and Discovery Program). Mentor/mentee pairs in our Community Program stay together for 3.5 years, nearly twice that of national mentoring programs. Program evaluations demonstrate the Buddy Program has helped our Little Buddies in areas of self-esteem, decision-making, academics and relationships with friends and family. The Buddy Program works with close to 500 youth and their families each year and an additional 125+ adult volunteers and continues to grow to meet the larger need in our local community. The Buddy Program is a registered 501(c)(3) not-for-profit organization. The organization is working on building relationships, partnerships, and opportunities for the entire Roaring Fork community.

Vision: We envision a thriving community in which all members are supported and connected through meaningful relationships and experiences to achieve success.

Mission: The Buddy Program empowers youth through mentoring experiences to achieve their full potential.

Commitment to Social Justice, Diversity and Inclusion: We value, celebrate, and consciously cultivate diversity as we strive to achieve equity through the power of mentoring.

Values: Kindness, inclusion, discovery, connection, empowerment

Working Relationships:

- Reports to Development team
- Works closely with all staff in Development and Marketing team

Responsibilities Include:

Online Auction

- Assist with the execution of an online auction
- Support with soliciting local businesses for donation items as needed. This may include approaching businesses face to face, via calls and emails.
- Help with follow-up on all pledged donations/items
- Enter and track auction items in silent auction software
- Support all staff in preparing materials needed for events
- Assist in pickup of all auction items
- Assist in posting auction items online for preview and mobile bidding
- Assist with writing, printing and mailing donation letters to all auction donors
- Assist in pickup and delivery of auction items to winners
- Assist with event set up, provide support during events, and breakdown of events

General Support for the Bash

- Assist with tasks related to Bash preparation and execution
- Assist with onsite auction display

- Assist with marketing and collateral preparation
- Gather and purchase supplies
- Run miscellaneous errands as necessary
- Assist with Bash set-up and break-down

General Support for Boogie's Buddy Race

- Assist with race preparation as needed
- Assist with entering race participants into database

General Support for the Buddy Program

- Once the Online Auction is complete and all other event wrap up is final, intern may have extra time to assist with miscellaneous projects throughout the organization.
- Provide database support
- General support of other fundraising and marketing efforts
- Tasks will be determined as needed

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Life Skills and Experience

- Passionate about mission of the Buddy Program
- Ability to remain compassionate and empathetic towards donors, families, youth, and volunteers
- Ability to act as ambassador for the Buddy Program at all times
- Flexibility with time and duties as they evolve
- The ideal candidate has an interest in learning more about working in the nonprofit/development/events fields, is currently enrolled in college, and has transportation and housing for the summer.

Time and Compensation Details: \$22 per hour. Some nights and weekends required, including July 4, 5, and 6. This position is located in our Aspen Office with some work from home flexibility. Dates of internship are approximately June 2 – July 11 with some flexibility. This is a full-time, non-exempt, position of approximately 40 hours a week, with potential for more during our busy event times.

To Apply: Click [HERE](#)

Position will remain posted until filled.

It is the policy of the Buddy Program to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, income level or any other characteristic protected by law. Under applicable laws, the Buddy Program employs only United States citizens and individuals who are authorized to work in the United States. The Buddy Program participates in E-Verify and will provide the federal government with employee's Form I-9 information to confirm that they are authorized to work in the U.S.