Carnegie Science Center
Internship Program
Advancement and Community Engagement Intern

Responsible To: Assistant Director / Advancement Assistant

Task Description: The Carnegie Science Awards program recognizes and promotes outstanding science and technology achievements in Western Pennsylvania. Established in 1997, the Awards have honored more than 575 innovators in science, technology, and education. The annual Carnegie Science Awards Celebration – Carnegie Science Center’s signature fundraising event, takes place each May. The intern will aid in implementing the Carnegie Science Awards Nominations engagement plan: researching prospects; developing communications materials; and soliciting people and organizations to promote and submit nominations. The intern will also aid in executing tasks related to Carnegie Science Center’s key fundraising initiatives, including the Miniature Railroad and Village® and Buhl Planetarium, as well as general advancement projects and events. The ideal candidate will have a strong interest in community engagement, fundraising, marketing/communications, and project management in a non-profit and be a strong communicator and writer, organized, reliable, proactive, and able to work independently.

Responsibilities:
- Conduct research on prospective nominees from companies, organizations, and individuals
- Solicit nominations from companies and organizations for a Carnegie Science Award
- Assist Advancement Team with event planning and execution for the Awards, including handling tasks related to the Silent Auction
- Assist Advancement Team with general Advancement projects and events, including tasks related to ongoing Miniature Railroad and Village® and Buhl Planetarium fundraising initiatives

Skills Required:
- Goal oriented—work on a project through to completion
- Team player—work in a team atmosphere to complete a project
- Excellent verbal and written communication skills as well as organizational skills
- Ability to think creatively
- Develop a project while meeting benchmark goals
- Proficiency with Microsoft office and familiarity with databases

Skills to be learned:
- Be involved in the planning of a large fundraising event
- Learn the role of an advancement department within a non-profit
- Networking with stakeholders in a non-profit
- Learn how to cultivate resources for an organization

Training Methods:
- On the job training in an office environment and shadowing manager and other staff
- Weekly check-ins

Parameters:
- Intern will not select Carnegie Science Award winners.

Time Frame:
- 120 hours, Monday-Friday; some work may be done by tele-commuting.

Clearances
- Upon acceptance into the program, all interns are required to provide and pay for background checks and clearances. Act 33 and 34 Clearances are free for interns.
- Interns who have lived in Pennsylvania for at least 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34).
- Interns who have lived in PA for less than 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34) plus an FBI Fingerprint Clearance (Act 114).

To Apply: Send a letter of intent, resume, a letter of reference from either an academic advisor or professor, to: