



**Special Events Summer Volunteer Intern  
Portland, Oregon**

**Who We Are:**

JoyRx, the mission delivery of Children's Cancer Association, is the only organization of its kind. Established in 1995, JoyRx has the simple goal of delivering Joy to seriously ill children and teens when they need more than medicine. We combine energy, commitment, and vision to transform the standard of care for seriously ill children with Joy every day. We have pioneered innovative, award-winning pediatric programs of music, friendship, and nature.

JoyRx is passionate about diversity, equity, and inclusion and we believe that a diverse staff of highly skilled and creative individuals is necessary to achieve the vision and mission of the organization. We strive to create a work environment that reflects the communities we serve where everyone feels empowered to bring their whole, authentic selves to work, fully as they identify. We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions.

**Who you are:**

In this 4 month part-time (June – September, 15-20 hours per week) Summer volunteer role, you will support JoyRx's development team with several signature events, including Golf for Joy (June 24-26), CCA Invitational (August 5), JoyRx's annual Wonderball in the fall, and others as well as fundraising and overall event support, while promoting the mission and interests of JoyRx.

You are organized and a reliable hard worker who is willing to do what needs to be done to make a successful event. You thrive in a fast-paced and dynamic environment.

**Essential Functions**

- Assist with support and running errands for the events below:
  - Golf For Joy Tournament
  - CCA Invitational Golf Tournament
  - Wonderball Gala
- Provide project, event, and administrative support as needed. Duties may include procuring donations, tracking leads, pick up auction items and assist with onsite event coordination., updating reports, special projects, volunteer management, and other duties as assigned by the Development team.
- Third party event support for summer events June – September

**Skills**

- Highly organized and detail oriented
- Strong written and verbal communication skills
- Strong customer service skills

- Self-starter with the ability to work independently and within a team
- Strong problem-solving skills
- Ability to meet deadlines in a fast-paced environment.

### **Education & Experience**

- High School diploma or equivalent
- Proficiency in Microsoft Suite of products, particularly Excel, Word and Outlook required
- Non-profit experience a plus

### **Competencies**

**Planning & Organizing** –Must be organized, efficient, and work well with a variety of staff, volunteers and clients in a casual yet professional work environment. Must be able to operate semi-independently and carry out a variety of organizational tasks with limited supervision.

**Relationship Building** – Establish and maintain productive relationships. Initiate contacts readily.

**Active Communications** – Actively seeks information from a variety of sources. Must have strong interpersonal, verbal, written, and word processing skills.

**Positive Impact** – Make positive impressions and energize those around them, are personable, self-confident, optimistic and enthusiastic about what they do.

**Adaptability** – Effective performers are flexible and open to new ideas. Quick to adapt.

### **Work Environment**

This position will work remotely Mondays and Fridays and in the JoyRx office Tuesday-Thursday, but is flexible based on candidates preference. This position will also require travel within a 40-mile radius of Portland for picking up donations. Events take place outdoors, with exposure to various weather elements.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without a reasonable accommodation.

Constantly operates a computer and other office equipment, such as a copy machine, and computer printer. This position requires the ability speak, hear, write, and read English.

This position requires the ability to sit, stand, walk, occasionally bend, twist, or stoop and occasionally lift and transport equipment up to 30lbs.

Reliable transportation to pick up and transport items is required.

### **Position Type/Expected Hours of Work**

This is a part-time (15-20 hours/week) temporary volunteer position. Flexibility in hours is allowed; CCA office hours are generally Monday through Thursday, 8:00 am – 5:30 pm and Friday 8:00 am – 12:00 pm and are flexible based on availability of volunteer. Require occasional nights and weekend work.

**General Information:**

JoyRx believes that a diverse staff of qualified, highly skilled, and creative individuals is necessary to achieve the vision and mission of the organization. We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions.

Individuals who identify as Black, Indigenous, Latinx, Asian, Pacific Islander, or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply.

JoyRx is an Equal Opportunity Employer committed to maintaining a non-discriminatory and dynamic work environment that values diversity and inclusion, respect and integrity, stakeholder focus, and innovation. AA/EOE/VETS/Disabled.

Application Guidelines:

Complete the [application](#) through our application portal.

Thank you for your interest.