



BUILDING TOMORROW

615 N. Alabama St., Suite D, Indianapolis, IN 46204 | buildingtomorrow.org | 317.632.3545 | info@buildingtomorrow.org

Overview

Building Tomorrow, Inc. (BT), an Indianapolis-based not-for-profit organization that galvanizes communities to support thriving schools in underserved areas of East Africa, invites interested individuals to apply for our Summer Fundraising & Event Planning Internship. The intern(s) will work closely with staff to plan and execute our signature summer fundraiser, the Indy Burger Battle.

The organization

Started in 2006, Building Tomorrow improves access to child-friendly, community-supported schools by providing an inclusive, quality education for underserved children in East Africa. Through our Thriving Schools Program, we deploy Building Tomorrow Fellows who recruit and train Community Education Volunteers, together bringing out-of-school children into the classroom while working with school leadership to ensure access to an inclusive, quality school environment. We also work hand-in-hand with local communities, Uganda's Ministry of Finance and Uganda's Ministry of Education to construct new primary schools where no formal primary school exists.

Specific responsibilities include:

- Planning and executing logistics for a successful Indy Burger Battle event
- Soliciting in-kind donations and event partnerships
- Coordinating restaurant competitors and acting as their main point of contact
- Filing event permit applications
- Promoting the event city-wide
- Incorporating Building Tomorrow's mission into the Indy Burger Battle event
- Other duties as assigned

We want you to apply if you...

- Have a passion for education equality
- Are a self-starter
- Enjoy navigating unforeseen challenges
- Are creative and intrapreneurial
- Are a strong team player with a self-motivated work ethic
- Wish to put your talents and skills to work in an office setting

Criteria to be met:

- Excellent written and oral communication skills
- Able to juggle several tasks at one time
- Exceptional organizational skills
- Reliable and able to work independently
- Able to commit to 10 weeks of work (start and end dates are flexible)
- Available Saturday, July 27th to help run the Indy Burger Battle event

Work environment

Our office is located in downtown Indianapolis. Our five staff members are in the office from approximately 8am to 5pm Monday through Friday. Interns will have several out-of-office meetings with Indy Burger Battle vendors and competitors.

How to apply

Please send resume, cover letter and three references by email to intern@buildingtomorrow.org by 5pm (EST) on April 15th with the title of the position you are applying for in the subject line. Incomplete applications will not be considered. Short-listed candidates will be contacted for an interview.