



Fundraising & Events Specialist | Volunteer Intern

Position Description

Hours: 10-15 per week (Flexible schedule | Office Hours: 8am – 4:30pm)

Location: 10000 N 31st Ave, Suite D200, Phoenix, AZ (Hybrid: Duet Office & Remote)

Overview:

Are you interested in event planning, fundraising, and nonprofit management? As a **Fundraising & Events Specialist Intern** with Duet: Partners In Health & Aging, you'll gain firsthand experience in engaging the community and organizing impactful events to support a nonprofit's mission to assist older adults and family caregivers.

Responsibilities:

- Assist in planning and coordinating fundraising events.
- Research and compile lists of potential donors and sponsors.
- Help create marketing and outreach materials for events.
- Support donor engagement efforts through email and phone outreach.
- Assist with event logistics, setup, and volunteer coordination.
- Attend community events to represent and promote Duet.

What You'll Gain:

- Hands-on experience in event planning and nonprofit fundraising.
- Project management and organizational skills.
- Experience working with donors and sponsors.
- Exposure to nonprofit operations and leadership.

Potential Career Paths:

- Fundraising & Development
- Business Administration
- Event Planning & Hospitality
- Public Relations & Community Engagement
- Nonprofit Management



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About Duet

Duet's mission is to promote health and well-being through vitally needed services to homebound adults, family caregivers, and grandfamilies. Our vision is a community where every person ages with compassion, dignity, and hope. Duet is passionate about building and sustaining a welcoming working and learning environment for all staff, board members, volunteers, and service recipients. We believe every member on our team brings unique perspectives, exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.

How to Apply

Interested applicants should submit their application online at: www.duetaz.org/intern. For questions, please contact Justin McBride at mcbride@duetaz.org.