EMPLOYER FORM FOR HILLEL CONNECTIONS SUMMER INTERNSHIP:

Name and Address of Company:

**Birmingham Holocaust Education Center (BHEC)**

**2222 Arlington Ave. S.**

**Birmingham, AL 35205**

Contact Person: **Kendall Chew**

Contact Phone/Fax numbers: **205.795.4181**

Contact e-mail: **kendall@bhecinfo.org**

Company website: **www.bhecinfo.org**

Brief description of the Company: **Established in 2002, the BHEC is a nonprofit organization dedicated to Holocaust remembrance and education throughout the state of Alabama. The work of the BHEC is inspired by Alabama’s Holocaust survivors, whose presence in our community makes us mindful of the injustices in their past. The BHEC is committed to preserving their memories and continuing their legacy.**

Name /Department of Intern Position: **Event Planning/Non-Profit Management**

College Majors Appropriate for this Position: **PR/Marketing, Non-Profit Management, Business, Political Science.**

Potential Job Responsibilities for Hillel Intern: **The BHEC Hillel Intern will be responsible for coordinating with the BHEC Professional Team and volunteer Board Members the annual fundraiser *L’Chaim*. The main job duties of the Hillel Intern will consist mainly of creating, organizing and implementing mailing lists from database software, mail merge of these mailing lists, sorting of letters to be signed, fielding phone calls regarding *L’Chaim* questions, logistical arrangements for the day of event, including volunteers and catering ALL under the supervision of and assistance to the BHEC Professional Team.**

Desired Skills for the Intern: **Must be able to work INDEPENDENTLY, be a self-starter and independent problem solver, especially with event-based, “day of” responsibilities. Microsoft Excel and basic Office software knowledge a MUST. Experience in database management/mail merge desirable. Planner, motivated, multi-tasker will be the ideal candidate for this position.**

Please suggest other employers that may be interested in our program:

Please return to: [hillel.connections@gmail.com](mailto:hillel.connections@gmail.com)