



AYJ Fund

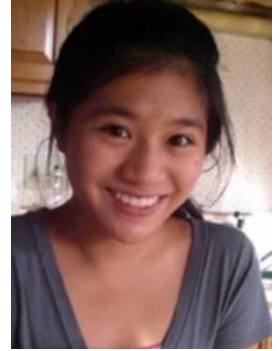
SMILES .. CONNECTIONS .. CURES

About the AYJ Fund

The mission of the AYJ Fund is to bring smiles to kids with cancer, connect kids with school and friends through technology and to support research for Gliomatosis Cerebri and other brain cancers.

The AYJ foundation is a 501(c)(3) nonprofit organization created by Kathy and Joe Arabia as a way to honor the memory of their daughter Anna Yan Ji Arabia, and to make a difference for other children diagnosed with cancer.

In 2009 at age 13 Anna was diagnosed with Gliomatosis Cerebri, a rare brain tumor. At the time there was no research being done on this type of cancer. Although receiving the best care available at the time, she became an angel at age 16 on Valentine's Day 2013.



HOW WE HELP

SCAN TO
LEARN MORE



SMILES

gift packs and fun experiences to brighten children and teens days.



CONNECTED

Tablets and laptops to keep kids connected to friends, school and family.



CURES

funding research for gliomatosis cerebri and other brain tumors and advocating for all children with cancer.



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Internship Opportunity

General Responsibilities:

- Be an advocate for the foundation
- Maintain current knowledge of ongoing events and projects put on by the fund
- Generate ideas on how to improve existing programs and develop new programs and events
- Maintain knowledge of current trends in the non-profit field to aid in the expansion of the organization
- Maintain all social media platforms, post events and updates
- Assist with graphic design assignments
- Assist with the logistics for the organization, including solicitation efforts, tracking gifts, event planning, thank you letters
- Attend and assist with all events

Requirements:

- Commitment to the AYJ Foundation mission
- Junior or Senior in college who is able to receive academic credit - Proficient computer skills (Word, PowerPoint, Excel)
- Excellent oral and written communication
- Proven organizational and time management skills
- Ability to handle and prioritize multiple assignments
- Excellent attention to detail
- Graphic Design skills a plus
- Experience or strong interest in marketing a plus
- Social media skills a strong plus

Possible Internship Tasks:

- Assist with social media posting and content creation
- Developing a Donation Tracking System
- Develop targeted mailing groups
- Formatting and developing monthly digital updates and printed newsletter
- Assist in all aspects of event planning such as event preparation, marketing, day of coordination, and post event tasks
- Search for Grant funding opportunities, grant writing and fundraising planning
- Website updates for AYJ Fund website as well as submission of updates to GC Global Website
- Coordination with AYJ Fund Board members and possibly attending board meetings
- Identification of community opportunities to enhance exposure
- Create event summaries and tracking system for future events
- Begin planning for Childhood Cancer Awareness Month