



## **Light of Chance, Incorporated**

### **Internship/Practicum, Development Assistant**

Light of Chance, Incorporated ([www.lightofchance.org](http://www.lightofchance.org)) is a creative and innovative non-profit organization that specializes in community revitalization. We conduct events and workshops in communities that create awareness as well as provide positive solutions to those issues. Instead of temporary fixes, Light of Chance seeks to help individuals find permanent resolutions.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

Primary responsibilities include but not limited to:

- Work directly with Executive Director.
- Help coordinate and implement events, workshops, and programs.
- Assist with coordinating and implementing public relations program to increase awareness of Light of Chance purpose and mission.
- Assist with creating and implementing marketing strategies.
- Assist with evaluation of events, workshops, and programs.
- Recruitment of volunteers for special events.
- Develop and maintain project budgets.
- Assist with fundraising including sponsorship, donations, and identifying grant resources.
- Assisting with the recruitment of new Board members.
- Assist with day-to-day operations.

Secondary responsibilities include but not limited to:

- Assist with Light of Chance wellness program (*Get Set Go*)
- Assist with facilitating and implementing physical activity.
- Assist with working directly with wellness program participants' and their family while providing feedback and tips on leading a healthy lifestyle.
- Assist with the collection data for research.
- Interact with underserved and vulnerable youth populations as a mentor for the wellness program.
- Assisting with structure of wellness program.



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### **PREFERRED QUALIFICATIONS:**

Interns should exhibit interest in non-profit organizations, the business field, and/or community outreach programs. The Intern is a detail-oriented self-starter with excellent analytical thinking abilities with excellent communication skills. The internship is a great chance to receive hands on and real world experiences with the opportunity to affect many lives. **Position will remain open until filled.**

### **CHARACTERISTICS AND NECESSARY SKILLS:**

Moderate knowledge of computers is required (Microsoft Word, Excel, PowerPoint, Outlook, etc). Must possess strong interpersonal and organizational skills, team builder, and meet deadlines.

### **HOW TO APPLY:**

Submit a cover letter and current resume to [info@lightofchance.org](mailto:info@lightofchance.org) or

Light of Chance, Incorporated  
P.O. Box 1636  
Bowling Green, KY 42102-1636.

For inquires, contact Eric Logan @ [eric.logan@lightofchance.org](mailto:eric.logan@lightofchance.org).

**All qualified individuals are encouraged to apply including women, minorities, persons with disabilities and disabled veterans. Light of Chance, Incorporated is an Affirmative Action/Equal Opportunity Employer.**

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LIGHT OF CHANCE, INC. IS A 501 (C)(3) TAX-EXEMPT ORGANIZATION. OUR MISSION IS TO MAKE A POSITIVE DIFFERENCE IN COMMUNITIES. WE STRIVE TO ASSIST AND CREATE AWARENESS AS WELL AS OPPORTUNITY. WE INSPIRE INDIVIDUALS WITHIN COMMUNITIES TO ACHIEVE THEIR ASPIRATIONS. WE PROMOTE A HIGH QUALITY OF LIFE FOR EVERYONE.