



The Table Tennis Charity Foundation, Inc., T/A PingPong.GIVES, is looking for an entrepreneurial, professional, business minded **Research and Marketing Intern (volunteer)** that is motivated to improve Mental Health and Brain Fitness by identifying, seeking and securing Grant opportunities in alignment with the Vision of this non-profit, charity 501 (c) 3 organization.

### **Volunteer Research and Marketing Internship**

*Duties include:* Research and identify top 20 Grant distributors in Virginia / Hampton Roads, Va., set up Grantor meetings/appointments for Foundation Board members; initiate Grant Applications and grant writing, planning and assisting/leading in fundraising efforts; coordinating correspondence and conference calls; assisting/executing Social Media, Website and Marketing tactics, plus other tasks as assigned.

You must have excellent English communication and time management skills. Familiarity with Microsoft Office is required and candidate will need to use or have access to a personal laptop. This is an unpaid intern position; however, it is a great opportunity to benefit our Charity Partners, be involved in the community, learn the Non-Profit industry and make great contacts while supporting the Foundation's vision to improve the mental therapeutic wellness of our local community, through the sport of Table Tennis – specifically by integrating Table Tennis programs into Senior Communities, Schools, Churches, Businesses, Therapy Centers and other organizations.

We will assist you in arranging this internship for credit at your school if desired. This position is a great resume builder that shows substantive employment experience on your resume'.

Contingent on meeting/exceeding expectations, you will receive a letter of recommendation from the organization. Those volunteering will work directly with the TTC Foundation Board, its team members and will report to the Foundation's founder.

### **SKILLS NEEDED:**

- A passion for helping others, sports and healthy lifestyles; mental health / brain fitness
- Ability to work independently and take initiative
- Excellent communication skills
- Non-profit experience (recommended)
- Must possess excellent written, oral communication and presentation skills
- Ability to think creatively and come up with unique ways of executing goals
- An ability to work with little supervision
- Sponsorship Sales, Event Ticket Sales, Auction item collection
- An interest in business, marketing, research, branding, grant writing or entrepreneurship
- Grant writing experience a plus
- Communication with the Foundation teams / Board

**WORKING HOURS:** Working hours and goals may be set up based on individual needs, in a remote office environment. Have enough work to accommodate 10-20 hours/week for fundraising and grant writing initiatives. Some evening hour meetings will be required to attend. Position could lead to a part time or full time paid opportunity.

**TO APPLY:** Please email resume' and brief summary of why this position is a mutually good fit for you and the TTC Foundation: [Info@PingPong.GIVES](mailto:Info@PingPong.GIVES)

[www.Twitter.com/PingPongforCHARITY](http://www.Twitter.com/PingPongforCHARITY)

[www.Facebook.com/PingPongforCHARITY](http://www.Facebook.com/PingPongforCHARITY)