



Title: Summer 2022 Community Event Intern

Internship Overview:

Do you love event planning and enjoy bringing people together in support of important causes? Then this internship is for you! XXX is looking to hire a Community Event Intern to join our Community Programming Team. This is a great opportunity for someone looking to gain skills in event coordinating & building community partnerships, and expand their knowledge of the non-profit sector. In this internship, you will organize community education events including bystander intervention trainings, as well as help coordinate our large-scale annual conference and a Recognition Banquet.

XXX is a community-based non-profit organization working to promote healthy relationships and bring an end to all forms of sexual and gender-based violence. At XXX we believe in supporting survivors, increasing access to resources (particularly for people with marginalized identities) and educating our community. We value equity & inclusion and work to dismantle oppression in all its forms.

Learning Objectives:

By the end of this internship, the intern will learn:

- How to use Event Management Systems software to maintain event registrations & payments
- Basic event coordination skills and developing backwards timelines
- Assessment techniques and data collection methods for event planning & improvement

Desired Skills and Qualifications

- Preferably a Junior or Senior interested in event planning or non-profit work (all degree programs are welcome)
- Experience coordinating events
- Excellent written and verbal communication skills
- Ability to learn quickly and produce high quality work in short periods of time
- Bilingual, preferably Spanish, is a plus

Supervision

The intern will work closely with the Community Programming Team and report directly to the Programming Coordinator.

Supervisor will hold weekly 1:1 meetings with intern to provide support & feedback and ensure learning outcomes are being met.

Internship Duration & Compensation:

Compensation: \$16 per hour.

Interns may arrange for academic credit through their school, if desired.

Hours: 15-20 hours a week, Monday-Friday 8am-5pm with occasional evening or weekend events

Internship duration: May 15 to August 15, 2022. Start and end date flexible.

Interns will be responsible for securing their own housing and transportation arrangements