

Special Events Intern INTERNSHIP DESCRIPTION

Description:

Joya is looking for a qualified intern to join our development team. The development department holds four fundraising events per year, and seeks an intern who can participate in various stages of event planning and preparation, non-profit fundraising, volunteer recruitment and marketing campaigns. The ideal candidate is available approximately 10-15 hours per week and through May 2020, with February as the busiest month. Schedule and hours can be flexible and will be discussed.

This intern should be prepared to work in a fast-paced team setting, and will finish the internship having gained broad experience in various aspects of working in a non-profit environment, specifically in fundraising and event planning and preparation. This internship is unpaid, however if applicable, experience can be used for school credit.

Responsibilities:

- Assist with events, from concept to completion including: marketing, venue, volunteer recruitment, item procurement and tracking, and post-event analysis
- Assist in the design of materials and marketing for special events
- Maintain/update information in Greater Giving, auction event software
- Provide support to social media presence and website maintenance

Requirements:

- Undergraduate student in the Spokane area who is majoring in Marketing, Public Relations, Communications, or Non-profit Administration
- Excellent verbal and written communication skills
- Obtain skills to effectively work with staff and volunteers
- Able to work with confidential information professionally
- Able to learn Greater Giving event software and willingness to take initiative to utilize software capabilities
- Experience with Microsoft Office programs
- InDesign experience preferred, but not required
- Able to work independently exercising good judgment, decision-making, and problem solving
- Available to attend events (March 7, 2020 and April 25, 2020) is highly desired

Please send resumes to: Tammy Sweeney, Events Manager, at tammy.sweeney@joya.org or fax 509-326-1658