Position Description

Position: Special Events Intern
Classification: Part-time
Reports to: Chief Executive Officer

Primary Function:
The Special Events Intern will play an active role in shaping our events and fostering relationships. The Intern must be friendly, outgoing, willing to learn, analytical, self-motivated, resourceful, and detail oriented. They should enjoy meeting people and be comfortable speaking with a variety of constituents to share information and promote participation in various events and activities.

RESPONSIBILITIES

Administrative Support
- Serve as a welcoming presence for guests at events.
- Interact with donors and guests, addressing their inquiries and concerns.
- Assist with drafting letters, editing materials, and contributing to social media campaigns.
- Assist with meeting preparations, including notetaking.
- Uphold professionalism and confidentiality when handling sensitive information.
- Assist with preparing and distributing event materials, supplies, etc.
- Develop and analyze data spreadsheets in EXCEL.

Event Management
- Assist in the design, managing and execution of donor, fundraising, and Club events.
- Assist in developing/designing invites, marketing, and communication materials.
- Assist with promoting events through various channels, such as social media and emails.
- Assist the team with various tasks before, during and after an event.
- Respond to event inquiries via various channels, including in-person, email, social media, and phone.
- Assist with maintaining spreadsheet lists.
- Other duties as assigned by your events team.

SKILLS/KNOWLEDGE REQUIRED
- Excellent communication skills (written and oral)
- Exceptional professionalism, dependability, and a positive attitude.
- Strong organizational skills and efficiency.
- Ability to work independently and as part of a team.
- Comfortable interacting with diverse audiences in-person and over the phone.
- Creative problem-solver with a keen eye for detail.
- Must be able to lift and move 25 pounds.
- Ability to successfully pass a criminal background check.

TO APPLY: Please send your resume and a cover letter to rwatters@alamedabgc.org.