

Special Events Internship Job Description

Job Title: Special Events Intern

Hours and days: April 2015–August 31, 2015; 15-20 hours/week. Occasional weekend and evenings required, specifically around event dates.

Event dates: **Barn Party:** May 30, 2015. **Summit Challenge:** August 22, 2015.

Salary: Unpaid; may apply course credit

Supervisor: Julia Rametta, Event Manager / Denise Bégué, Director of Development

Job Summary:

The Special Events Intern will provide planning and execution assistance for National Ability Center fundraising and special events with a focus on expanding awareness and community support for National Ability Center programs.

Job Responsibilities:

- Assist Event Manager with all aspects of event planning
- Track on sponsors, donations, invitation lists and other event details
- Act as point person for staff and volunteers at events
- Communicate with sponsors, donors and vendors
- Assist with outreach opportunities; prep outreach materials for volunteers
- Update event websites with ongoing press releases and media for events via Wordpress
- Manage event social media pages and updates
- Curate photos from events into a centralized library; respond to external requests for photos, logos etc.
- Attend committee and planning meetings when available. Communicate with committee members and volunteers
- General office admin duties for department (filing, copying, scanning, etc.)

Background Requirements:

- Commitment to a positive, fun and team-oriented working environment
- Working toward an undergraduate or graduate college student or commiserate professional experience preferred
- Completion of a Utah State background check & valid driver's license
- Experience with people of all abilities, programming and safety needs
- Ability to give and receive feedback in a positive manner
- Commitment to all responsibilities and expectations