Special Events Internship Description

Internship Role 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.

Location: National Ability Center (1000 Ability Way, Park City, Utah 84060)

Supervisor: Event Manager

Job Responsibilities:
- Assist Event Manager with all aspects of event planning for signature fundraisers
- Assist in managing pre- and on-site registration for all events
- Act as point person for staff and volunteers at events
- Communicate with event sponsors, donors, and vendors
- Participate in planning committee meetings including distributing agenda and taking minutes
- Help to establish logistics for the events as needed
- Work with Social Media and Marketing Coordinator to help manage event social media pages and updates
- Attend NA Center fundraising events and provide administrative support
- Secure equipment and rentals as needed, set-up, tear-down, and help coordination of overall event execution
- Work with staff to ensure the completion of a successful event (ex: organize storage, record inventory, follow up with vendors & donors)
- General office admin duties for department (filing, copying, scanning, etc.).

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
- Fully vaccinate for Covid-19*

Hours and Days: May 2, 2022 – September 30, 2022; 15-20 hours/week. Occasional weekend and evenings required, specifically around event dates.
**Event Dates:** Barn Party – June 4, 2022, Summit Challenge – August 27, 2022 and MOFO – September 24, 2022

**Benefits:** Valuable hands-on experience. Course credit may apply. No financial compensation.

**Notice of Vaccination Policy:** In accordance with National Ability Center’s duty to provide and maintain a workplace that is free of known hazards, all employees, volunteers and interns are required to be fully vaccinated for COVID-19 unless a reasonable accommodation is approved. To protect all staff, volunteers and participants, it is strongly recommended that participants be fully vaccinated. At this time, it is not required; however, all participants and family members must follow current program COVID-19 procedures and sign the COVID waiver that outlines the risks associated with COVID-19. Our policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, federal and local health authorities, as applicable and is subject to change. [Read Full Vaccination Policy and FAQ.]

Intern Signature ____________________________ Date ____________________________

Supervisor Signature ____________________________ Date ____________________________