

PD-0091 Rev 2

Events Intern

DEPARTMENT: Administration
STATUS: Temporary
SALARY GRADE: 18
REPORTS TO: Events Coordinator with direction from Development Coordinator
SUPERVISES: N/A

GENERAL JOB FUNCTION

As a member of the event planning team, this position will assist with planning and execution of the annual largest single fundraising event for the organization. Apply knowledge, interest and passion of the fundraising, development, and event planning industry. Learn all aspects of event execution from start to finish, understand importance of documentation, practice effective communication skills and accomplish an organized presentation of silent auction items. Engage with colleagues, volunteer committee members, contributors and vendors. Assess and celebrate the success of the team’s efforts. Apply skills of planning and execution with smaller, internal meetings and events throughout internship period. Align daily activities with the strategic and operational goals of the organization.

JOB DUTIES AND RESPONSIBILITIES

Learn and participate in deadline driven promotions, communications, logistics, coordination and execution for annual fundraising special event.

1. Assist with coordination and documentation of event logistics, including pre-, on-site, and post event activities from registration and catering to transportation.
2. Assist with reviewing event materials for accuracy, subsequently promoting and marketing of the event and our organization’s mission.
3. Utilize established timeline to ensure tasks, communications, and promotion event deadlines are achieved.
4. Partner with Volunteer Coordinator to ensure consistent documentation and communication of roles throughout the planning process.
5. Collaborate and establish social media, print, e-mail, and other promotional elements.
6. Provide confident support during on-site execution of event including set-up, answering questions, communicating professionally with site representatives, and tear-down.

Learn communication techniques to achieve contributions of silent auction donations, execute coordination and presentation for the event.

1. Effectively solicit donations for the silent auction, working in tandem with volunteer and organization committee members.
2. Catalogue thorough documentation of silent auction items, including contributor information, into database.
3. Ensure timely and personalized communication of appreciation to contributors for donated items.
4. Establish and organize an enticing presentation of silent auction items for the event.
5. Learn the importance of various fundraising efforts throughout the event, including silent auction, sponsorship and event location financial incentives, etc.

Learn and engage in various committee work, ensuring thorough documentation of full event planning process.

1. Participate in the volunteer Golf Classic committee meetings monthly, beginning at 4:30pm.
2. Engage in the LifeSource Fundraising committee, growing internal interest, support and promotion of event.
3. Other general development operations support as needed, for example assisting with mailings, filing and maintaining records.
4. Engage in supporting all internal meetings and events by apply skills of planning and execution throughout internship period.

STANDARDIZED REQUIREMENTS

1. Performs work while demonstrating a commitment to excellence and performance improvement.
2. Completes documentation according to LifeSource standards and performs quality review of position and departmental responsibilities.
3. Updates LifeSource electronic systems (clinical systems as well as administrative systems) with accurate real time information that is appropriate according to LifeSource standards.
4. Represents LifeSource in a professional manner including personal appearance and communication with both internal and external customers.
5. Participates in person on site in all appropriate meetings at LifeSource as defined by their manager.
6. Routinely provides feedback to management including identification of training needs.
7. Must provide outstanding clinical, customer service, collaboration and communication skills as required by position.
8. Maintains confidentiality of all LifeSource information.
9. Demonstrates LifeSource Values.
10. Actively participates on assigned committee and project teams as appropriate.
11. Performs job functions in accordance with LifeSource Standard Operating Procedures.
12. Performs other duties as required and assigned by their manager.

QUALIFICATIONS

1. Requires enrollment in Marketing, Communications, or related degree program. May apply internship credits from this role towards achievement of certificate/degree.
2. Previous event or silent auction planning experience preferred.
3. Demonstrated ability to exhibit a high degree of quality and meticulous attention to detail with database management entry and reporting capabilities.
4. Strong written and verbal communication and collaboration skills are essential.
5. Proven effective at establishing rapport and working relationships with peers, contributors and vendors.
6. Ability to take initiative, establish priorities, problem solve and function independently and as a member of a team.
7. Must be organized, have excellent critical thinking and analytical skills.
8. Proficient skills with Microsoft Office Suite programs.

SCHEDULE/PHYSICAL REQUIREMENTS

1. Around 20 hours per week, Monday – Friday standard business hours, with schedule adjusted to accommodate organizational requirements (example, evening meetings).
2. Must be available September 14 – 17, 2018 for final event preparation, execution (Sept. 16) and clean up.
3. Expect increase in hours late August/early September – upwards of 40hours per week.
4. Ability to lift and carry up to 50 pounds for short distances.
5. Must be able to successfully complete a background check.