

Events Development Intern

**Department: Event Planning
Coordinator**

Reports to: Event Planning

DESCRIPTION

This internship will assist the Events Coordinator in some or all of the following areas, dependent on the applicant's experience, skills, and course of study: event planning, community relations, donor relationships, sponsorships, donor information management and event research.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with creation of event proposals
- Conduct research for potential sponsors and donors for events
- Create and manage event timelines and schedules
- Attend planning meetings and trainings as assigned
- Manage volunteer recruitment, sign-up and training
- Collaborate with event committees, chairpersons and teams to implement event goals
- Initiate and maintain relationships with local business vendors for event related resources
- Assist in the management of the donor information database which may include: entering confidential donor information into the databases; organizing data and creating reports
- Act as an onsite resource during events and assist the Events Coordinator and event volunteers with all aspects of the event
- Other duties assigned

QUALIFICATIONS REQUIREMENTS

To perform this internship successfully, an individual must be willing to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Coursework at a college junior and senior level preferred in public relations, event planning, communications, computer science, or related field

LANGUAGE SKILLS:

- Proficiency in English required
- Strong verbal and written communication skills required

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Multi-tasking skills necessary

- Some background in computer software preferred

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this internship opportunity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this internship, the intern is frequently required to speak, hear, read, and write. Specific vision abilities required by this position include close vision, depth perception, and the ability to adjust focus. The intern is frequently required to stand, walk, and sit. The intern is seldom required to lift/move up to 45 pounds.

The position requires a reliable mode of transportation.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of this internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The office for this position is located at 1201 N. Hershey Road, Bloomington, IL 61704. This position may also require travel to places in the community for events and presentations.

I have received a copy of this job description and understand the information included herein.

Employee

Date

Supervisor

Date