

# 2019 ECOLIFE Internship Description



## Title of Position

Event Planning Intern

## Manager Name

Barbara Fiorina  
Director of Development  
bfiorina@ecolifeconservation.org

## Position Overview

The Director of Development is looking for an Event Planning Intern to help with the planning and execution of events. You will be a crucial part of our team and directly contribute to our direction and success. If you have a true commitment to learning a marketable, management skill-set that will help position you toward success in your individual career endeavors, please apply.

## For Organization

- Conduct prospect research on individual and corporate donors
- Support logistics associated with special events, including assisting with soliciting sponsors, communicating with venue and vendors, marketing, pre-event preparation, and day of execution event
- Help to create and maintain spreadsheets, action plans, and fundraising evaluations
- Leverage social networks to strengthen relationships with existing donors
- Assist on a wide range of activities around the 2019 Gala, including invitation prep and coordination, proofreading materials, supply lists, participating in meetings/phone calls, training gala volunteers and volunteering at the gala
- Communicate with suppliers (food, security, mugs, tables, chairs, power, etc.) and vendors (food, alcohol, etc.)
- Maintain and update event contact lists and event calendar

## For You

- Work on tangible projects that will enhance your resume and portfolio
- Build your coordination and logistics skills
- Class credit if offered by your institution
- Make connections to individuals and organizations in the nonprofit sector
- Recommendation letter or resume support
- Make a difference!

## Skill Set Requirements

- Comfortable using Mac computers and Google docs
- Event planning and marketing experience preferred
- Ability to multitask, prioritize, and organize work to meet deadlines and requests
- Ability to work independently without direct supervision
- Social media assistance including drafting posts, responding to followers and building audience

## Start and end dates of internship

Flexible

## Expected hours per week

12 - 15 hours