

Event Planning Internship

Position Description

We are seeking an event planning intern to assist with a large fundraising event, Tournament of Hope Golf Classic (Aug 29). This is a great internship opportunity for individuals interested in gaining experience in coordinating large-scale special events from start to finish. Internships are generally 5 to 10 hours/wk. Internship schedules are flexible and may include work that can be done at home or off-site. Interns receive one-on-one support during weekly meetings with the internship supervisor and have ample opportunities for networking in the community.

Responsibilities

The duties of this position include and are not limited to the following:

- Managing guest registrations in the database
- Managing event volunteers
- Creating and proofreading event materials
- Assisting with décor planning, ordering, and arrangements
- Day-of event duties, including set-up, check-in, guest check-out, and take-down
- Other administrative duties as assigned

Required Qualifications

- Extremely comfortable talking to the general public, including recruiting donations (primarily from businesses who have donated in the past)
- Extremely comfortable with Microsoft Word, using the Internet for research, and learning new computer programs
- Ability to take initiative and provide creative input
- Ability to follow-through on all tasks with minimal to moderate supervision
- Professional demeanor
- Excellent writing skills
- Interest in event planning and fundraising
- Committed to the mission, vision and values of the agency

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Additional Qualifications (Not Required by Preferred)

- Comfortable using the Adobe Suite
- Comfortable using Microsoft Access
- Excellent proof-reading skills
- Familiar with Whatcom County business community

DVSAS Mission

The Mission of DVSAS is to support individuals affected by domestic violence and sexual assault and to lead the community toward ending those abuses of power.

Pay Range

This is an **unpaid** internship. College credit may be available.

How to Apply

Submit a resume and cover letter to Angela Sherburne, Event and Marketing Coordinator, angelas@dvsas.org



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accepts 711 and other relay calls
Se habla español.