



Event Coordination & Logistics Intern

PeopleFund is seeking a dynamic and energetic individual to work with development staff to assist in planning and executing our annual fundraising gala. Intern will report to Director of Development and Communications, and will support our annual fundraising event, our in-kind solicitation efforts, and event outreach. Intern will also have a major voice in our online presence, including: social media, website, blog, and online distribution of press releases to promote our annual event. You'll have the chance to work directly with our clients, governing board, other staff members across all departments, partners, and constituents. There will be tons of networking events and professional development opportunities.



Responsibilities Include:

- 🌱 Researching and contacting leads for Austin in-kind donations.
- 🌱 Assisting the development team in creating event plans, decor, and agendas.
- 🌱 Providing logistical support for on site visits, day-of event needs, and meetings.
- 🌱 Media inquiries, appearances, and responses as needed.
- 🌱 Writing, editing, and publishing press releases, blog articles, and donor related materials.
- 🌱 Encouragement of volunteers, community members, and staff members via digital channels.
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Preferred Skills:

- 🌱 Experience with social media tools (see above).
- 🌱 Ability to manage several tasks and lines of communication at once.
- 🌱 Excellent written and oral communication skills, comfort speaking before large audiences.
- 🌱 Experience with Microsoft Office suite, Adobe Creative Suite
- 🌱 Experience with fundraising a plus, but not required.

This position is unpaid, but will offer networking opportunities and avenues for growth. We are looking for a passionate and creative addition to our team. Preference will be given to candidates who are interested in a year-long internship but semester only candidates will be considered.

To apply, please send resume, cover letter, and statement of availability to amber@peoplefund.org.

PeopleFund

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