



Event Planning Intern

PeopleFund is seeking a dynamic and energetic individual to work with the advancement and education team. The intern will work directly with the Director of Advancement, and will have close working relationships with donors and administrators. Additionally, the intern will enjoy hands on work with PeopleFund clients. Interns will interface with clients, staff across all departments, governing board, and participate in a variety of networking events and professional development opportunities.



Responsibilities Include:

- 🌱 Developing a credential plan to include budgeting, research, and proofing
- 🌱 Processing donation requests
- 🌱 Handling customer service inquiries, problems, and maintenance
- 🌱 Assisting the operations manager with vendors to include organization, fielding questions and vendor coordination, check-in and layout
- 🌱 Meeting deadlines for VIP check-in logistics
- 🌱 Assisting the marketing and HR department with various projects
- 🌱 Operations Timeline development
- 🌱 Assist the Operations manager on-site
- 🌱 Mail room organization. Maintain office supply inventory.
- 🌱 Meeting preparations and notifications
- 🌱 Coordinate on-site office
- 🌱 Confer with management to identify, plan, and develop methods and procedures to obtain greater efficiency.
- 🌱 Complete special projects as assigned by management.
- 🌱 Onsite logistics setup and tear down
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Preferred Skills:

- 🌱 Strong verbal and written communication skills
- 🌱 Self-starter with ability to be a multi-tasker under deadline pressure
- 🌱 Strong attention to detail and highly organized is a must.
- 🌱 Ability to communicate with vendors, clients, and guests in a friendly and professional manor by conveying information effectively.
- 🌱 Ability to delegate tasks and communicate wishes in a professional and effective way in order to meet deadlines.
- 🌱 Must be a team player who is willing to assist with any task in order to get the job done.
- 🌱 Experience with Microsoft Word and Excel
- 🌱 Administrative experience

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 akani@peoplefund.org.

PeopleFund

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