



JOB DESCRIPTION

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## ***Events Coordinator Internship Job Description***

UNIT/LOCATION: Lincoln Street Unit

SUPERVISOR: Rachel Dobias / Nicole Lynn

WORKING HOURS: 20-25 hours weekly (More hours can be added if needed for class credit.)

PAY RATE: Class Credit Available

DATES: January 6, 2020 - May 1, 2020

JOB DESCRIPTION: The Events Coordinator Internship is an opportunity to assist the Lincoln Street Program staff with daily, weekly, and monthly tasks as it relates to event coordination and planning. This includes the annual Hoops Hysteria Event, Father Daughter Dance, National Fitness Competition, and the Reading Festival. This internship will work closely with Program Directors and the Resource Development Department to successfully stage events throughout the semester.

### ESSENTIAL JOB FUNCTIONS:

1. Develop and implement daily documents that support staff in their special event tasks.
2. Assist in logistical duties before and during events including floor plans, decorations, vendor communications and creating activities for guests.
3. Collaborate with the Resource Development team in Marketing tasks including website building, logo creation, emailing, snail mailing and social media updates.
4. Assist the Resource Development team in Sponsorship opportunities including mailing sponsor forms, calling sponsors, creating sponsor thank-yous, collecting sponsor logos, and working closely with donations from vendors.
5. Support in volunteer recruitment for events by utilizing community channels and Indiana University resources.
6. Encourage a positive environment for staff to learn, develop, and grow.
7. Represent the organization for student and community events when necessary.
8. Build positive relationships with staff, parents, schools, and community.
9. Assist with tracking program attendance and other applicable program administrative duties.
10. Assist with preparing information for reporting purposes.
11. Assume other duties as assigned.

### QUALIFICATIONS:

1. Event planning experience is preferred.
2. Experience working with children is preferred.
3. Experience with computers and Google Documents required.
4. Experience with graphic design is appreciated.

WORK REQUIREMENTS: *(Work requirements for mental, physical, or other important issues which relate to the job.)*

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Ability to work on multiple projects and prioritize effectively.
4. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
5. Ability to work in a professional environment and positively represent organization under various levels of stress.
6. Visual acuity for accurate reading, typing, filing and use of computer screen.
7. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
8. Ability to lift and carry 15 to 30 pounds of supplies, audio equipment, and other items needed for the preparation and takedown of special events.
9. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
10. Ability to bend, twist, reach, stoop, squat for filing and retrieval decoration and supplies.
11. Maintains excellent working relationships with staff, volunteers and public.
12. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

Please send resumes & cover letters to [rdobias@bgcbloomington.org](mailto:rdobias@bgcbloomington.org)