



## JOB DESCRIPTION

[www.bgcbloomington.org](http://www.bgcbloomington.org)

#812.332.5311

## Fundraising Events Intern

WORKING HOURS: negotiable – between 10 and 15 hours per week to be set upon hire

PAY RATE: (Intern - Stipend) rate dependent on experience and hours agreed upon

VACATION/SICK DAYS: Unpaid, days agreed upon and negotiated throughout the internship

HOLIDAYS: Unpaid

BREAKS: 30-minute break for every 4 hours worked; 60-minute break for every 8 hours worked

START DATE: September 2019

END DATE: May 2020

The Events Intern assists with the planning and execution of special events geared toward raising funds to support the Clubs. This internship is project-based and hours will fluctuate depending on upcoming events and related workload. Some hours may be worked in the evenings and on the weekends. Some weeks will require less hours than others and some will require more hours than others. Some hours may be worked remotely depending on work ethic and rapport developed with supervisor. Reports to the Fundraising Events Director.

### JOB FUNCTIONS:

- 1) Assist with volunteer management as it relates to RD Fundraising events. Volunteer management tasks may include recruitment, training, volunteer appreciation, evaluation and tracking.
- 2) Work with event vendors.
- 3) Work with community members via event partnerships.
- 4) Solicit sponsorships.
- 5) Solicit in-kind gifts.
- 6) Do social media, website, and email communications for events.
- 7) Assist with event marketing.
- 8) Ticket sales and attendee tracking.
- 9) Work the event.
- 10) The Fundraising Events Intern will work in conjunction with the Fundraising Event Director to organize, host and evaluate these opportunities for fundraising. Must be able to meet deadlines, and work within budget.

### SKILLS/KNOWLEDGE REQUIREMENTS:

- 1) Demonstrates a high degree of initiative, self-direction and a strong independent work ethic.
- 2) Excellent social and communication skills required.
- 3) Attention to detail, critical thinking and ability to prioritize and problem solve.
- 4) Basic public speaking skills/competency.

- 5) Basic graphic design skills and an eye for creating marketing materials, documents and simple spreadsheets is a must.
- 6) Expected to attend as many events as possible, and help with set up and tear down.
- 7) Exhibits professionalism.
- 8) Maintains excellent working relationship with staff, volunteers and public.
- 9) Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- 1) Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
- 2) Ability to work in a professional environment and positively represent organization under various levels of stress.
- 3) Ability to work on multiple projects and prioritize effectively.
- 4) Visual acuity for accurate reading, typing, filing and use of computer screen.
- 5) Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
- 6) Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
- 7) Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.
- 8) Must be able to lift up to 45 pounds of marketing materials.
- 9) Must have reliable transportation for off-site vendors and venues.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.