



POSITION: Event Intern

ASSIGNED BY: Events Manager

RESPONSIBLE TO: Events Manager

CATEGORY: Unpaid Internship

PRIMARY RESPONSIBILITIES: The Events Intern works closely with all members of the Resource Development team to assist with administrative tasks associated with fundraising events. This position's primary responsibility is the administrative aspects of the Fundraising Event as well as other duties as assigned related to the event.

MAJOR RESPONSIBILITIES FOR TASTE OF FALL EVENT:

Administrative Support

- Track all in-kind donations to be used in the silent and live auction
- Create descriptions for auction items
- Input all auction information into event website
- Upload photos to event website
- Create power point presentations to be used in the event
- Submit online donation requests for auction items
- Set up volunteer opportunities in VolunteerHub (Volunteer Management Portal and Database)
- Create Task sheets for event volunteers and print for the day of the event
- Create signage content for event
- Track and inventory all supplies needed for the event prior to the event
- Organize and pack all needed supplies
- Purchase any supplies that are needed for the event and not on site
- Track and record event expenses and create a report of expenses vs. budget
- Take photos of items to be featured on website and mobile bidding platform
- Create auction catalog of featured items
- Assist with electronic invitation creation and distribution
- Reconcile event purchases and complete accounting vouchers
- Pick up any donations and or supplies for the event prior to the event
- Attend the event on October 7, 2017 at the Stacy C. Sherwood Center in Fairfax
- Other duties as assigned

The schedule is flexible but hours should be completed in the office Monday – Friday between 9 am – 5 pm. Schedule would be 15 hours a week. Some tasks can be performed remotely.