



SWIRCA & More Special Events Internship

DESCRIPTION

SWIRCA & More is proud to announce the availability of an exciting internship with our Development Department. The internship can provide school credit and offers valuable experience in the non-profit and event planning industries. The office is located close to downtown Evansville.

This is a great opportunity for someone looking for a career in marketing, nonprofit, event planning and/or the communications field. Candidate must be energetic, self-motivated, a team player, results-oriented and dedicated to the achievement of personal and team goals. This internship requires a candidate with confidence in interpersonal communication, excellent writing skills, and a passion for making a difference in the lives of people who strive to live independently.

The Special Events Intern's role will be to support the development staff in all aspects of special event planning and marketing.

RESPONSIBILITIES

The Special Events Intern's specific responsibilities include (but are not limited to):

- Help in planning and implementation of our special events
- Assist with phone calls and mailings to past and current participants, donors and sponsors
- Assist with volunteer recruitment and management (includes attending event)
- Attend committee meetings when possible
- Attend promotional events as necessary – occasional night and/or weekend hours
- Utilize social networks including Facebook, Twitter and Instagram
- Other duties as assigned

DURATION: Spring Semester 2019

Hours: Office hours are 8:00am to 4:30pm. Must be able to commit to at least 12-15 hours per week.

Requirements

- Must be currently enrolled as an undergraduate or graduate student
- Excellent writing, research and interpersonal communication skills
- Proficiency with Microsoft Office application, internet and e-mail
- Ability to prioritize and handle a variety of assignments simultaneously
- Attention to detail and accountability

Send resumes to kmorehead@swirca.org