



Special Events Internship

Internship Title: Special Events Intern

Department: Special Events

Supervisors: Sr. Manager, Special Events

Shift times: 10-20 hours per week, flexible schedule during regular office hours 8am-4:30 pm; occasional shifts after hours or on weekends, working at special events

Location: Seattle or Auburn, WA

Time Commitment: 3-6 months or longer

Starting date: TBD

The Special Events Intern is a vital part of the events team in organizing and planning all JA fundraising events, including but not limited to auctions, golf classics, bowling events and other fundraisers. This position will build on the success and track-record of well-branded events as well as assist in the cultivation of new supporters to the organization. A successful candidate will have strong relationship-building, organizational and computer skills.

Key Areas of position engagement in Special Events Department:

- Coordinate event logistics, materials and attendees
- Engage in marketing activities related to events, including social media outlets
- Donation procurement and data entry
- Process, record, and track gifts, pledges and donor information in database
- Coordinate design and production of promotional materials (brochures, postcards, etc.)
- Ability to coordinate in an organized and professional manner for day of event activities
- Excellent customer service skills
- High literacy, grammar and verbal communication skills
- Excellent organizational skills with high level of accuracy and attention to detail
- Proficiency with Microsoft Office Suite and ability to learn new programs quickly

What You Will Gain From This Internship:

In this position you will have the unique opportunity to learn how a nonprofit development office functions, specifically working with Special Events. You will make contacts and expand your professional network to include other nonprofits and businesses that donate to and work with JA. This position is a great résumé builder and by project end you will have made a significant impact on the success of Junior Achievement of Washington. Letter of recommendation provided for successful completion of internship.

Desired Skills and Qualifications:

Excellent people and interpersonal skills. A positive, can do attitude. Comfortable making donation requests by phone, email, and in person. Organized and goal oriented with strong attention to detail. Special Events experience preferred but not required. Experience with graphics programs, specifically Adobe Suite, and databases a plus.

Please send a resume, two references, and cover letter to colleenh@jashington.org to apply.