

# **Project Angel Heart**

## **Event Management Intern Position Description**

**Reports to:** Manager of Events and Manager of Volunteer Resources

**Position Status:** Intern

**Schedule:** Up to 20 hours per week, Monday – Friday, with occasional evenings and weekends

**Position Summary:** Will work directly with the Manager of Events to assist with coordination of Project Angel Heart signature and third party fundraising events. This is a fast-paced, multi-tasking position that requires a self-directed, reliable individual with a wide variety of skills. Majority of time will be spent in the Denver/Boulder Metro area with scheduled times in the Project Angel Heart office in Denver. This position is unpaid, however, may qualify for earning academic credit pending university approval.

**Position Benefits:** Project Angel Heart offers the opportunity for an intern to learn pre and post event management skills through hands-on experience, supervision by experienced leaders in the event industry. Previous interns have gained the experience of working in a fully functioning non-profit, oversight of a community event, training and experience with industry-favored software and connection to a mission that impacts a large part of the Denver Metro community. Project Angel Heart's interns are key team members, and so 80% of the work assigned will be of substantive educational basis with no more than 20% of work being administrative/clerical in scope. Event Management Interns will also receive one complimentary event ticket, as well as reduced event admission for one guest, for Project Angel Heart signature events that occur in the semester directly following their internship period.

### **Essential Duties/Responsibilities Include:**

- Assisting with pre and post event coordination of Project Angel Heart signature (Dining Out for Life®, Art for Life, Pie in the Sky, and A Taste for Life) and third party fundraising events.
- Assisting with management of caterers, site locations, A/V specialists and other vendors
- Assisting with solicitation and management of auction items
- Creating written correspondence including solicitations, post event acknowledgements, email announcements, etc.
- Working with Development staff to ensure effective marketing of event through materials distribution, social media, website, etc.
- Creating and sustaining relationships with corporate and community partners, vendors, and restaurants
- Working with Project Angel Heart staff to represent the organization in the community at events, presentations, fairs, etc.
- Working with Volunteer Department to coordinate volunteer needs and logistics for events
- Performing administrative assignments to support the Development Team
- Adhering to timelines and deadlines
- Other assignments as needed

### **Required Qualifications:**

- Current Sophomore, Junior, Senior or Graduate-Level Student
- Minimum 2.5 GPA
- Majors in Non-Profit Business Administration, Management, Marketing, Public Relations, Communications, and Advertising preferred, but all majors will be considered
- Interest in the event management industry
- Excellent customer service and interpersonal skills including telephone skills
- Detail-oriented and accurate
- Computer proficient; prefer extensive experience with Microsoft Office
- Dependable
- Good oral and written communication and organizational skills
- Willingness and ability to maintain confidential information
- Willingness and ability to work with diverse populations
- Ability to balance, prioritize, and perform multiple tasks

- Experience in planning and coordinating events is preferred

### **Skills Gained Through Internship:**

- Strengthen professional oral and written communication skills
- Experience collaboration with planning committees
- Gain experience with fundraising terminology and donor databases
- Learn to cultivate positive relationships with volunteers, donors, vendors, fellow staff, etc.
- Gain the ability to balance, prioritize, and perform multiple tasks
- Real-world event management experience in the non-profit sector, supervised by a leader in the industry

### **Application Procedure:**

Please send a cover letter and resume to [smohler@projectangelheart.org](mailto:smohler@projectangelheart.org) or via mail to Project Angel Heart, Attn; Sarah Woolverton-Mohler, 4190 Garfield St Unit 5, Denver, CO 80216.