



**Position Title:** Event Planning Intern  
**Reports To:** Executive Director  
**Salary Range:** Primarily unpaid volunteer positions; other terms are negotiable

**Mission Statement:** At Girls Place, we empower girls to grow courageous, strong and self sufficient. We inspire our girls to celebrate themselves—their minds, their hearts, and their physical well being.

**Supervises:** Members and volunteers as directed by the executive director.

**Job Summary:** Contribute to event planning activities including sponsorships, decorations, entertainment, logistics, catering contracts, and other top-level activities. Interns will act as service members of event committees for all events conducted on behalf of Girls Place. Examples of events include: Swamp Chomp, Chicken Lunch, Hats, Hearts, and Handbags, The Birthday Bash, and the Will Muschamp Scramble for Kids.

**Qualifications:** Formal school training in special skills area and experience with youth preferred. A background check is required. All applicants should be proficient in general computer knowledge, Facebook/Twitter networking, and Microsoft Office (Word, Excel, PowerPoint, Publisher & Access).

**Hours Required:** These internships can be a part time or full time position coinciding with the semester system. Working hours will vary depending on the internship opportunity. Event planning interns may be required to work evening and weekend hours, depending on the event schedule.

### **Performance Standards & Job Duties:**

- Attend and participate in board and committee meetings.
- Seek local and national funding opportunities.
- Develop and publish a quarterly e-newsletter to reach more than 2,000 friends, donors, and parents including writing special interest articles, donor profiles, volunteer profiles, and other topics of interest.
- Write media tip sheets and press releases to publicize events and programs for Girls Place.
- Write feature articles with appropriate photographs to distribute to local publications.

- Write publicity documents including brochures, website content, and other marketing/pr materials.
- Prepare stewardship materials including thank you notes, receipts and special stewardship projects for high-level donors.
- Solicit sponsorships for events and programs.
- Other duties as requested by intern to achieve specific learning goals and career development
- Other duties as assigned by the Executive Director

### **Special Considerations:**

The right intern will have a passion for serving children, works well with individuals from diverse backgrounds, communicates effectively, accepts constructive criticism graciously and has the ability to work independently on projects. The right intern will also have a strong desire to learn and enhance his/her skill set with professional-level experiences and responsibilities.

Interns must have the ability to handle highly confidential materials and information responsibly. They must also be able to work independently, and at times under little or no supervision. Interns that possess personal transportation (for local travel to event meetings) and a personal laptop (with the Microsoft Office package installed) are desired.

To apply for an internship at Girls Place:

1. Interested candidates should visit [www.GirlsPlace.net](http://www.GirlsPlace.net) to familiarize themselves with our mission, programs and events.
2. Fill out an online application: <http://www.girlsplace.net/about/employment>
3. Attach a resume and one page cover letter at the end of the application.
4. Selected applicants will then be contacted for informal interviews before appointment.

### **Vision Statement**

Girls Place girls become independent women who embrace diversity, express their ideas, rise above obstacles, enhance their communities, and lead those around them.

### **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, sit, carry, push, pull, bend, stoop, reach, talk and hear. The employee must occasionally lift and/or move up to 10 pounds of materials and at times lift and/or move up to 25 pounds of equipment.

**Affirmation:**

I will strive to practice these principles daily in my work in order to create an atmosphere where clients and staff are heard and responded to appropriately.

I agree to be held accountable for my actions and agree to hold co-workers accountable in order to create a responsible environment.

I recognize that providing and supporting quality client services is the priority and my actions, attitude, and involvement should positively impact every donor's experience.

	I <b>do not</b> need any accommodations to complete my work as described above.
	I <b>do</b> need special accommodations to complete my work as described above. The following is a description of the special accommodations I need:

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation:

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Girls Place.

\_\_\_\_\_  
**EMPLOYEE'S NAME (Print)**

\_\_\_\_\_  
**SUPERVISOR'S NAME (Print)**

\_\_\_\_\_

\_\_\_\_\_