Internship Job Description

**POSITION TITLE:** Special Event Intern
**REPORTS TO:** Gala Committee Chair

**JOB DUTIES**
- **Event Planning Duties**
  - Active participation in Gala Committee meetings
  - Assist with event planning logistics and vendor communications including event execution
  - Assist with attendee and donation data entry and the donor acknowledgement process
- **Silent Auction Committee Duties**
  - Assist in the development of marketing materials (physical and digital)
  - Assist with online outreach using Facebook, Instagram, LinkedIn, Twitter, etc.
  - Assist in the silent auction donation solicitation process by researching and approaching potential donors and following up on these asks to secure auction items
  - Complete data entry for received silent auction items in Salesforce and Greater Giving databases
  - Assist in packaging and organizing silent auction items prior to event
  - Attend the event and manage volunteers supporting the silent auction

**QUALIFICATIONS**
- **Time Commitment:** Between 15 and 30 hours a week, depending on internship requirements.
  Internships are available from March through September. Weekly hours will increase as the Gala draws closer (last Saturday in September).
- Pursuing a relevant secondary degree, such as Event Management, Marketing, Non-Profit Management, Public Administration, Business Administration, Hospitality, etc.
- Great written/oral communication skills, interpersonal/organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite.
- Ability to work in a fast-paced, team-oriented environment.
- Able to frequently sit, stand, walk, bend and lift up to 50 pounds.

**BENEFITS**
- Practical experience building and maintaining donor relationships in a non-profit organization.
- Practical experience executing a fundraising event with over 800 attendees, specifically in the area of silent auction donation solicitation and organization.

Note: This is an unpaid internship at a non-profit (501c3) organization. Unfortunately, we are not able to compensate interns for hours worked or transportation.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and/or skills that may be required. Hearts & Horses holds the right to terminate interns if not meeting requirements and responsibilities set forth in this job description or violates the volunteer policies or code of ethics.