

**SPECIAL EVENTS INTERN
JOB DESCRIPTION**

JOB TITLE: Special Events Intern

REPORTS TO: Special Events Coordinator and Donor Relations Officer

FUNCTIONS: Responsible for assisting in the planning and coordination of Planned Parenthood of Indiana's 2010 *Gathering of Goddesses and Gods* event to be held on Saturday, May 8, 2010. This intern will be an integral part of the preparation and execution of the *Gathering of Goddesses and Gods* event. This is a unique opportunity to gain real-world experience planning a major event for approximately 650 guests.

ESSENTIAL DUTIES:

- Assists with event logistics
- Sends communications to committee members and volunteers
- Assists with coordinating, set-up and management of event
- Maintains and edits databases for sponsors, attendees, auction and vendors
- Assists with direct mail pieces
- Makes sure web materials are updated in a timely fashion
- Makes follow-up phone calls to potential vendors, sponsors and attendees when requested
- Assists with and attends event with marketing and development team
- Participates in team meetings
- Other tasks as assigned or time allows

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Educational background and/or experience in public relations, event planning, development, marketing or related field
- Strong multi-tasking, communication, organizational and presentation skills
- Strong writing skills and knowledge of AP style desired but not required
- Maintains a professional appearance
- Works well in a team-based environment
- Supports the agency's mission
- Proficient in Windows software in an IBM platform
- Ability to work some evenings closer to day of event, including day of event

HOURS: 20-25 per week

This is an unpaid internship however it may be formatted for college credit where available and on a case-by-case basis.

Intern's Signature

Date

Supervisor's Signature

Date