



Title of Position: Events Intern

Purpose: Interns will contribute their time, skills, and expertise and in exchange will gain experience in event planning, community relations and fundraising. The Events Intern will support the Development Department Staff.

Requirements:

- Proficiency in Microsoft Office Programs
- Ability to work independently in a fast paced environment
- Previous public relations and communications experience is a plus

Training: Attend initial orientation meeting with program manager. Attend ongoing trainings as required by the manager.

Location: 417 Welshwood Drive, Nashville, TN 37211

Commitment: Minimum of 10 hours per week; Consistent availability Monday through Friday between 9am-5pm; Specific schedule to be negotiated with supervisor. Remote work available up to 5 hours/week; Specific schedule to be negotiated with supervisor.

Duties:

- Assist in planning annual fundraiser, One World One Dream
- Attend meetings with event committee
- Help secure gifts from new and current donors
- Help manage the development of event materials (brochures, posters, invitations, mailers etc.)
- Help coordinate database, tracking of donors and potential donors, includes prospects
- Assist in event communications
- Oversee event volunteers
- Social media promotion
- Create event PowerPoint
- Assist in set-up and cleanup of event space
- Assist in event follow-up

Supervisor: This position reports to the Development and Outreach Manager. If interested in the position, please apply [here](#) and email a resume to emma@empowernashville.org