



### **Events Intern**

*Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come. The Workforce Development Intern will report to the Occupational Specialist and will work closely with education program staff.*

**Title of Position:** Events Intern

**Internship Period:** January - May 2022

**Purpose:** Nashville International Center for Empowerment (NICE) serves refugees, asylees, and immigrants from all over the world coming to the Nashville area. NICE serves this population by providing assistance with resettlement, employment, education, health, mentorship, and other community resources. Interns will contribute their time, skills and expertise and in exchange will gain experience in public relations and media management, community relations and outreach. The Events Intern will support the Development staff.

**Commitment:** Minimum of 10 hours per week; consistent availability Monday – Friday 9am-5pm; remote work available up to 5 hours/week; specific schedule to be negotiated with supervisor.

**Duties:**

- Assist in planning annual benefit dinner, 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
- Create event PowerPoint & promotional materials
- Oversee event set-up, clean-up, volunteer direction, & follow-up
- Social media promotion

**Requirements:**

- Strong communication skills – verbal, written, and digital
- Proficiency in Microsoft Office Programs
- Proficiency in G Suite
- Ability to work independently in a fast-paced environment

**Preferences:**

- Previous public relations and communications experience is a plus
- Passion for working with diverse populations and furthering the success of refugees and immigrants

- Training:** Attend an initial orientation meeting with the program manager. Attend ongoing training as required by the supervisor. Participate in mid-semester and end-of-semester performance evaluations.
- Location:** 417 Welshwood Drive, Nashville, TN 37211 (others as specified by supervisor).
- Supervisor:** This position reports to the Associate Director of Development.

Please apply through NICE's Internship Application, and direct any additional questions to [volunteer@empowernashville.org](mailto:volunteer@empowernashville.org).