

INTERNSHIP JOB DESCRIPTION

A Family For Every Child/ Heart Gallery

Sponsorship Event Coordinator

JOB SUMMARY:

Be responsible for finding local events to attend and promote the Sponsorship Program

INTERN RESPONSABILITIES:

Under the supervision of Katie Nelson and Christina Parra, the intern will:

- Identify local events where the Sponsorship Program can be promoted
- Make contact with proper personnel to have a table at event
- Set up, supervise and clean up the booth
- Attend at least one event per month
- Be able to speak to each and every program
- Be familiar with the literature
- Be passionate about the programs mission

EDUCATION NEEDED:

Research expertise, event experience, knowledgeable about organization and programs.

SKILL/QUALIFICATIONS REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Be Salesforce trained or trainable
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines

PERSONALITY BEST SUITED FOR THIS POSITION:

An outgoing and engaging person. An individual who will be able to speak passionately about the programs and connect with potential sponsors.

EXPERIENCE OR SPECIAL SKILLS REQUIRED:

Experience with events and approaching people. Not being intimidated to get someone's attention to speak about the program.

SCHEDULE:

10-15 hours a week

A few days a week in and out of the office doing research and scheduling events. Also, attending the actual event which might fall on evening and/or weekends.

CONTACT: Volunteer Coordinator info@afamilyforeverychild.org 541-343-2856