

Central Iowa Shelter & Services Employment Opportunity

Position Title: Event Intern (Spring, Summer, Fall/Winter)

Schedule: Monday – Friday; evenings and weekends as needed

Classification: Part Time (20-30hrs./wk), non-exempt

Office Location: 1420 Mulberry Street, Des Moines, IA 50309

Salary: \$10.00 per hour | **Pay Level:** II

Reports to: Director of Engagement

Travel Requirements: Travel within the community as needed.

Position Overview:

Central Iowa Shelter and Services is offering a paid student internship working 20-30 hours a week (depending on class schedule). The internship program will provide the student with relevant skills in a variety of event planning and execution functions via on-the-job training. This role focuses on developing skills in event planning, donor outreach, and database management while working closely with the Director of Engagement and Event Committee.

Please note: this position is hybrid based on intern performance.

Duties and Responsibilities include:

- Coordinates the solicitation of corporate sponsors and donors for fundraising events.
- Regularly works in Bloomerang database to identify event audiences and prepares invitation mailing/email lists.
- Serves as point person for guest questions.
- Manages RSVPs, corresponding with participants via phone and email, and entering registration data in database. Tracks invitations, RSVPs, and attendance.
- Ensures strong follow-up with attendees.
- Evaluates and books event locations, caterers, and vendors, and conducts site visits.
- Coordinates set up and use of event spaces in accordance with best practices and policy.
- Prepares materials for events (e.g., name tags, displays, PowerPoint presentations, etc).
- Oversees catering, audiovisual, and other logistical arrangements.
- Coordinates event staffing, and prepares staff, speakers, volunteers, and special guests for events.
- Conduct research on new potential individual and corporate donors as well as outreach to local organizations for donations
- Solicit for auction and gift bag items from new and sustaining donors
- Other duties as assigned
- Must be able to work the day of the event.

Qualifications:

- Must be actively enrolled in an undergraduate program at an accredited local University, with a major in Marketing or related field with a current GPA of 3.0 or above
- Strong technical and organizational skills in addition to excellent written and verbal communication skills, in a professional environment.
- A high level of integrity, accuracy, dependability, enthusiasm, and confidentiality.
- Strong critical thinking, analytical and problem-solving skills
- Organized and detail-oriented
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Proficient in Microsoft Office applications (Excel, Word, and PowerPoint).
- Position will require a minimum of 20 hours and a maximum of 30 hours per week (on occasion).
- Must be authorized to work in the U.S. without Visa sponsorship.

Physical requirements and work environment:

- Ability to work well within a cross-functional team environment and diverse communities.
- While performing the duties of this job, the employee is regularly required to use hands and fingers, feel, talk and hear.
- The employee is frequently required to sit, stand and walk.
- Ability to occasionally lift up to 30 pounds independently.
- Work will be performed either in an office environment or in the field.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Benefits:

- Receive direct supervision from the Director of Engagement
- Participate in professional training offered to all employees.
- Build resume and explore career options.
- Apply skills and knowledge to the workplace.
- Flexible scheduling to allow for finals and changes in class schedule.

Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.