TITLE: SPECIAL EVENTS INTERNSHIP  
REPORTS TO: Event Manager  
DATE: March 2022  

The Elizabeth Dole Foundation is in need of a qualified Special Events Intern to join our team beginning June 2022 through December 2022. Please note your start date availability in your cover letter. This position will report to the Event Manager and support the team in their administrative processes, event planning, special projects, communications, data reporting, and some event execution on-site, as needed.

Interns will learn about the non-profit and military and veteran caregiving community as it relates to its events and programming for a variety of constituents. Moreover, students will be exposed to the inner-workings of a non-profit such as engagement techniques, marketing and communications, cultivation, stewardship, with a high involvement and exposure to event planning.

Qualified candidates should have superb customer service skills, excellent organizational skills and attention to detail, be highly motivated individuals, have superior communication skills, and a strong work ethic.

We offer a paid internship; 20-30 hours per week in the Summer and 10-20 hours per week in the Fall dependent on student class schedule. A portion of your internship can also be counted towards course credit if desired. Normal business hours are 9am-5pm, Monday through Friday, however, schedules can be accommodated for the right applicant. The internship will operate on a hybrid model. Appearance in an office setting would be requested two days a week with the other days being remote.

RESPONSIBILITIES

May be responsible for one or more of the following:

- Provide event support to the Director of Events and Event Manager. Duties to include; assisting with the event registration process, gathering vendor proposals, calendaring, event inquiries and various projects related to special events.
- Provide excellent customer service to our caregivers, partners and donors both in person and over the phone, answering general event-related inquiries and taking RSVPs.
- Data entry, reporting, and analysis including use of Salesforce and Cvent databases for contact reports and coding, as well as Excel for analytics.
- Source venues for offsite events. This includes compiling research, gathering quotes, working with site managers, and negotiating contracts/menus.
- Assist with event preparation tasks including: RSVP management, gathering and preparing on-site registration materials, creating event collateral and signage, décor creation, and additional items as needed.
- Provide on-site assistance at events, working evenings and weekends as necessary.
- Administrative support such as mailings, department emails, and calendaring.
- Additional duties as assigned.
QUALIFICATIONS

• Must be able to work 20 hours a week and available to work occasional weekend hours
• Have a strong interest or prior experience working in events
• Proficiency with Microsoft Office Suite, including Word, Excel and PowerPoint
• Friendly and courteous with a proven track record of outstanding customer service skills
• Excellent organizational skills and attention to detail
• Strong communication skills, both verbal and written
• Able to be a quick learner and successful multitasker
• Capable of working independently, but willing to take directions and ask questions to meet team goals and ensure projects are in line with objectives
• All students are encouraged to apply, but preference will be given to rising juniors, seniors or graduate students who are considering careers in event-planning.

All candidates should apply by sending your resume and cover letter to Magen Bentley, Event Manager, for the Elizabeth Dole Foundation, events@elizabethdolefoundation.org

The Elizabeth Dole Foundation provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state, or local law.