

**EVENTS/DEVELOPMENT INTERN**

**(Fall, Spring, Summer Semesters)**

**DESCRIPTION**

This internship will assist the Events Coordinator in some or all of the following areas, dependent on the applicant’s experience, skills, and course of study: event planning, community relations, donor relationships, sponsorships, donor information management and event research.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Assist with creation of event proposals
* Conduct research for potential sponsors and donors for events
* Create and manage event timelines and schedules
* Attend planning meetings and trainings as assigned
* Manage volunteer recruitment, sign-up and training
* Collaborate with event committees, chairpersons and teams to implement event goals
* Initiate and maintain relationships with local business vendors for event related resources
* Assist in the management of the donor information database which may include: entering confidential donor information into the databases; organizing data and creating reports
* Act as an onsite resource during events and assist the Events Coordinator and event volunteers with all aspects of the event.
* Other duties assigned.

**REQUIREMENTS**

* Coursework at a college junior and senior level preferred in public relations, event planning, communications, computer science, or related field
* Strong verbal and written communication skills required
* Multi-tasking skills necessary
* Some background in computer software preferred
* Proficiency in English required

**TO APPLY:**

**Submit a resume, cover letter, writing samples, and YWCA intern application to Human Resources. Applications can be downloaded: www.ywcamclean.org**

Human Resources

YWCA McLean County

1201 N Hershey Road

Bloomington, IL 61704

Email: ywcajobs@ywcamclean.org

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*YWCA McLean County is an equal employment opportunity employer.*