YWCA McLean County is looking for an individual who can effectively communicate, assist in execution of special events, and can manage multiple projects.

TITLE: SPECIAL EVENTS INTERN

DESCRIPTION

This internship will support the director of communications and development and director of grants and development in all aspects of event planning. Events could include up to two major fundraisers, two smaller fundraisers and various other events throughout the year.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and assist with guest lists, reservations, etc.
- Attend event committee meetings, responsible for meeting minutes and agenda items. Some meetings are held in the evenings.
- Help manage and liaison between the committee, committee chairs, sub-committees, and YWCA staff.
- Attend YWCA events.
- Work with various YWCA departments in ensuring correct exposure during events.
- Assist with sponsorship solicitation and follow-up.
- Assist with after-event wrap-ups, thank you’s, etc.
- Other duties as assigned.

REQUIREMENTS

- Coursework at a college junior and senior level preferred in marketing, public relations, event planning, communication, or related field.
- Strong verbal and written communication skills required.
- Deep familiarity with event planning
- Proficient computer skills (Office Suite a must, design software a plus: InDesign, Photoshop, etc.)
- Exceptional interpersonal and presentation skills.
- Multi-tasking skills necessary.
- Proficiency in English required.

College credit is available, internship is unpaid. Internship is available for summer, fall, and winter. Preference will be given to those who can intern for more than one semester.

TO APPLY

Submit a resume, cover letter, and YWCA intern application to Human Resources. Application can be downloaded from: www.ywcamclean.org

Human Resources
YWCA McLean County
1201 N Hershey Road
Bloomington, IL 61704

YWCA McLean County is an equal employment opportunity employer.