

INTERNSHIP OPPORTUNITY

Special Events Intern

TITLE OF INTERNSHIP: **Special Events Intern**

REPORTS TO: Executive Assistant to the Founder

GOAL OF PROJECT AND LEARNING OBJECTIVES:

The Special Events intern will work with the Executive Assistant to the Founder to assist with logistics related to coordinating more than 120 speaking engagements a year. The Special Events intern will gain an understanding of the work of a high level executive assistant, which includes event and travel coordination as well as significant document creation. The intern will also develop an appreciation of the culture of a social movement and nonprofit organization.

INTERN DUTIES AND RESPONSIBILITIES:

- Research travel for events
- Create event planning templates, assist with planning calls, and enter logistics information into Customer Relationship Management system
- Update files on Google Drive for ease of access and efficiency

INTERN REQUIREMENTS AND QUALIFICATIONS:

PREFERRED AREAS OF STUDY/MAJORS: Open

MINIMUM GPA/CLASS STANDING: Not specified

SKILLS: Organization, event coordination, travel

COMPUTER/TECHNOLOGY EXPERIENCE: Basic technology skills, booking travel online helpful

DESIRED HOURS: 15 hours/week

TO APPLY:

Send your resume and a cover letter stating why you want to intern with us and what skills make you a great candidate for this internship. Send to kathie@becauseisaidiwould.org with "Internship Application" in the subject line.

20525 Center Ridge Road, Suite 500, Rocky River, OH 44116

216.226.3770

becauseisaidiwould.org

hr@becauseisaidiwould.org

**because
I said
I would.**