



## EVENTS INTERN

The Events Intern helps fulfill New Life Family Service's mission of assisting clients in life-affirming decisions with the love and compassion of Christ through assistance for all of New Life Family Services' fundraising events.

### REPORTS TO:

Events Manager

### POSITION RESPONSIBILITIES:

- Corporate Event Sponsorship Management: Find new businesses/corporations that would be interested in becoming a corporate event sponsor for one or multiple fundraising event.
- Mailings: Work with the Events Manager to pull mailing lists, stuff and seal envelopes, and address letters/invitations based on the needs of events.
- Social Media: Work with Events Manager and social media intern to coordinate and create event emails and social posts.
- Contracts: Work with Events Manager to submit check requests for all events contracts. Keep record of all invoices that come in and make sure they are paid on time.
- Day of Events: Must be able to assist day before and day of Phillips Fundraiser (Sept. 12<sup>th</sup>) and Galas (Oct. 24<sup>th</sup> and 25<sup>th</sup>) with set up and tear down.

### POSITION QUALIFICATIONS:

- Studying Event Planning, Marketing, Communications or related field.
- Self-motivated, creative, enthusiastic, and detail oriented.
- Outstanding organizational, time management, and problem solving skills.
- Proficiency in Microsoft Office, Canva, and Adobe Suite (helpful, but not required.)
- Strong interpersonal skills with the ability to build rapport easily and communicate well.
- Passionate about New Life Family Service's mission and able to promote/communicate the mission, values and goals.
- Time Commitment: The event intern position is for the fall semester and possibly the full 2019-2020 school year based on availability. Must be available 8-12 hours per week; up to 20 hours on event weeks. Office hours are Monday-Friday from 8:30am – 5:00pm. An exit interview will be conducted to gauge intern experience and to make recommendations for improvement. This is an unpaid position but able to be used for work study and school internship requirements, if eligible.

### SELF-DEVELOPMENT:

Participate in appropriate workshops and training sessions to ensure continuing education requirements are met.

### CORE VALUES/COMMITMENTS:

- Demonstrated faith in Jesus Christ.
- Agrees with and adheres to Transform Minnesota Statement of Faith, Core Values, and Code of Conduct.
- Exhibit strong commitment and dedication to the sanctity of all human life.
- Exhibit strong commitment and dedication to sexual purity.



- Attend weekly staff and prayer meetings.
- Be able to express a clear understanding of the inner workings of a pregnancy care center.
- Demonstrate strong interpersonal and administrative skills.
- Exhibit strong organizational skills and the ability to manage multiple responsibilities at once.
- Exhibit ability to respect client and donor confidentiality through the safe-keeping of related information.

**DIRECT REPORTS:**

None

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Approved By	
Date Approved	
Reviewed	