



of Monroe County

Position: Special Events Coordinator - Internship

Reports to: Fund Development Assistant

Duration: August-November 2022

Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and affect change in the world.

Girls Inc. is seeking a high energy individual who will assist with planning and executing the Girls Inc Ruby Gala, on November 11, 2022. The role will also support the fund development team by providing assistance with event management, execution, communication and design. The Special Events Coordinator reports to the Fund Development Assistant but will also work with the Director of Administration. This is an outstanding opportunity for an individual interested in learning more about nonprofit fundraising and event planning. The internship offers exciting hands-on experience to develop new skills that will promote the mission of Girls Inc. of Monroe County and their efforts to deliver life-changing programs and experiences that equip girls to grow up strong, smart and bold.

Responsibilities

- Assist in the program content development for event, solicit sponsors, and coordinate the drafting/distribution of promotional materials and ticket sales
- Assist in managing pre- and on-site registration (tracking via database, generating reports)
- Work with Marketing Team to plan and to support the execution of marketing activities and materials
- Participate in planning committee meetings, distributing agenda and taking minutes
- Monitor and assist with the special event content on the website and social media
- Coordinate equipment and rentals as needed, set-up, tear-down, and decor day of
- Assist with donor acknowledgement and guest follow-up
- 10-20 hours per week depending on level of work flow

Benefits

- Experience in a constituent/donor environment for a 501c3 non-profit organization
- Exposure to data analysis systems, strategic planning and fund development methods
- Shadowing, mentoring, and training opportunities with professionals
- Opportunity to participate in networking events and organization meetings
- Flexible schedule for students through a hybrid model within the 8-5 work day

Qualifications

- Availability to attend the Nov 11, 2022 Ruby Gala event at the Switchyard Pavilion
- Strong commitment to women's and girls' issues, social justice, diversity, equity, and inclusion
- Strong verbal and written communication skills; interpersonal and follow-up skills
- Polished and professional when dealing with members, prospective members, sponsors, and executive management

Interested candidates can send a resume to Hannah Hirsch, hhirsch@girlsinc-monroe.org