

Title: Event Marketing Intern

Department: Special Events/Communications

Reports To: Karina Rosales, Event Coordinator

Status: Intern

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all skills, responsibilities, and duties required of the position.

Position Summary

The Event Marketing Intern will play an integral role in the research, planning, marketing, and execution of CCCV special events. The intern will work with teams responsible for executing all areas of event coordinating. He/She will also complete a wide range of activities requiring clear, effective communication, attention to detail, and research.

Responsibilities and Duties

- Research target groups and avenues of advertisement
- Contact and maintain communication with vendors and volunteers
- Work within a team to determine vision for special events
- Manage social media promotion
- If applicable, assist in day-of event management

Qualification Requirements

- Proficient in Microsoft Office programs (Word, Excel, Power Point, etc)
- Self-Starter with strong interpersonal communication skills
- Organized and creative
- Must be flexible in working both independently and as part of a team.
- Critical thinking and research skills

Education

Must be a recent graduate or currently enrolled at least part time as a college or university student studying Communications, Marketing, Media, or a program of similar nature.

Time Commitment

10 to 15 hours per week, per semester.

Benefits

- School credit according to college or university standards.
- Experience in a non-profit work environment.
- Develop and refine professional event coordinating and marketing skills.

Contact

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