



## **Butte Humane Society**

### **Events Intern (UNPAID)**

#### **Position Description**

The Events Intern will be working as part of the Administration Department and will report to the Community Outreach and Special Events Coordinator or Development Manager.

#### **Duties and Responsibilities:**

- Assist in ensuring proactive planning, communication and scheduling of a wide variety of events including annual events, dinner programs, and networking events.
- Assist in the program content development for events, solicit sponsors, solicit vendors, create and coordinate the drafting/distribution of promotional materials, sell tickets.
- Work with the Marketing/Development Team to plan and execute all marketing activities necessary to ensure successful events.
- Secure equipment and rentals as needed, set-up, tear-down, and help coordination of overall event execution.
- Assist with donor acknowledgement and guest follow-up.

#### **Capabilities**

- Organizational skills to manage multiple tasks, attention to detail, and the ability to prioritize in a changing environment and still meet deadlines.
- Dynamic self-starter who takes initiative, highly reliable.
- Strong verbal and written communication skills; interpersonal and follow-up skills.
- Proactive problem prevention and issue resolution leadership ability.
- Polished and professional when dealing with members, prospective members, sponsors, and executive management.
- Ability to work independently and as part of a team.

**Contact with Others:** Will have contact with the general public in person and over phone/email.

**Working Conditions:** Internship will be in an office environment and in the general public.

#### **Additional Position Requirements:**

- Availability: available for most events, able to work closely with the Community Outreach and Special Events Coordinator; this could be weekdays or weekends  
Example: Thursday Night Markets, Home & Garden Show, etc.  
*Typically 10-15 hours a week*
- Physical Demands: able to lift at least 50 lbs and to sit for long periods of time.
- Other: Purchase of a Volunteer t-shirt (\$16.00) is required.

**Compensation:** This is an *unpaid internship*. We are happy to assist in receiving academic credit or

providing a letter of reference/recommendation upon successful completion of the internship.