



Events Internship

Timeline: Fall 2017 Semester

Context

The Events Intern will gain an insight of what it means to plan, market, and execute community events as a nonprofit. The objectives of this internship are to develop a strong connection between a nonprofit and its community, including coordinating and planning SRP tree events and our annual Mesquite Pancake Breakfast, and manning booths to inform the community of our organization. This position is ideal for a student who is interested in gaining skills and experience in event planning, events coordination, and nonprofit management.

Time Commitment

The intern will commit 10-15 hours on average a week, for a total of 120-180 hours. Will include some in-office work and meetings, some remote work, and regular ground work at events. Hours and time commitment are flexible (except for set events). Internship hours will be set between the supervisor and the internship candidate prior to the start of the internship.

Supervisor

The Executive Director with support from the Volunteer Coordinator will supervise the intern, and will schedule regular virtual or in-person meeting times, at least once a week. The Executive Director will introduce the intern to office staff, policies, and work space.

Main Responsibilities

- Assist with and attend on-site event execution including set up, break-down & support
- Attend site visits and coordinate with staff for setting up events
- Participate in event planning meetings with Trees Matter staff
- Possible opportunity to create advertisement/marketing strategies for events/programs
- Assist program participants at events with various needs
- Assist in the planning and execution of our Annual Mesquite Pancake Breakfast
- Develop an infrastructure for booth planning and volunteer coordination for booths
- Man booths and track all data from booths attended afterwards



Qualifications

- Strong organizational skills
- Attention to detail in a fast-paced team environment
- Valid driver's license and access to reliable transportation
- Strong written, phone and oral communication skills and customer service skills, bi-lingual Spanish ability a plus
- Ability to work on Saturdays and weeknights
- Demonstrated experience in planning events is a plus

Objectives

- Community Engagement & Promotion
 - Interact with and assist program/event participants
 - Introduce the public to our organization at boothing events
- Event Planning
 - Attend site visits and participate in creating site design
 - Identifying and supporting coordination of booth events
- Event Execution
 - Event prep/set-up and break-down
 - Maintain planning timeline and deliverables on day of event
 - Assist in directing and training volunteers for events and booths

Benefits

- An events portfolio that demonstrates the experience gained in the planning and implementation of events/workshops and the marketing strategies used
- While completing the internship, the intern may attend any and all Trees Matter events and classes free of cost with advance notification
- Upon completion of the internship, intern may receive a Letter of Recommendation from the organization upon request
- Network with local nonprofit leaders, arborists, and other professionals in the nonprofit sector and local business/private sector
- Gain experience in the world of nonprofits and transferrable professional skills
- Understanding of inner workings of a nonprofit organization
- Knowledge of conflict resolution and guest satisfaction