



Earth Day Coalition  
3606 Bridge Avenue, STE #4  
Cleveland, OH 44113  
(216) 281-6468 | earthdaycoalition.org

**Title:** Special Events Assistant  
**Start Date:** October 2016 - December 2016  
**Time Commitment:** 4 hours/week minimum, 10 - 12 preferred, flexible  
**Compensation:** Unpaid, Voluntary

Interested in event planning, non-profit work, or both? Earth Day Coalition, a local non-profit located in Ohio City, is looking for a part-time, voluntary intern to assist with planning and executing their annual Instrumental Evening for the Earth event. The Instrumental Evening for the Earth is Earth Day Coalition's annual fall fundraiser held at 78<sup>th</sup> Street Studios in the Gordon Square Arts District. The event features an intimate performance from members of the world-famous Cleveland Orchestra and friends, a gourmet reception, and green live and silent auctions. The Special Events Assistant Intern will be primarily responsible for assisting the Special Events and Marketing Coordinator with volunteer coordination, auction and raffle item procurement, marketing and promotions, catering coordination, post event follow-up, and much more. This internship will serve as a great way to gain experience with event planning, marketing, and non-profit work in a flexible and fun environment!

**Primary Responsibilities:**

- Auction/Raffle item procurement and categorization
- Volunteer coordination
- Marketing and promotion
- Catering coordination
- Ticket sales, tracking, and disbursement
- Assist in event conceptualization
- Post event follow-up
- Participate in Benefit Planning Committee (optional but preferred; meetings occur in the evenings)

**Skills Needed:**

- Previous event planning experience preferred
- Excellent verbal and written communication skills
- Strong Computer Skills (Mac experience a plus)
- Proficient with MS Word and Excel
- Excellent Organizational Skills
- Self-motivated and Enthusiastic
- Responsible and Flexible with a great attitude!
- Recommended experience in Adobe Creative Suite

**To Apply:** E-mail resume and cover letter to Andrew Schaeffer at [aschaeffer@earthdaycoalition.org](mailto:aschaeffer@earthdaycoalition.org). Interviews will begin in early October.

**About Earth Day Coalition**

Est. in 1990, the mission of Earth Day Coalition is to provide education, inspire leadership and encourage action for a healthy environment. Earth Day Coalition's year round programs include: EarthFest, Student Environmental Leadership, Clean Transportation, and Neighborhood Action.