

## Special Events Intern Job Description – Summer 2017 Adoption Network Cleveland



**Position:** The Special Events Intern will report to the Development Specialist. He/She/They will work directly with the Development Specialist, development team, and Special Events Committee in planning, supporting and executing the fundraising and special event activities of Adoption Network Cleveland from May to August.

### RESPONSIBILITIES:

- Assist in managing third-party fundraisers in conjunction with the Development Specialist
- Work with Development Specialist to coordinate event logistics for Adoption Network Cleveland's inaugural Miniature Golf Outing in conjunction with Special Events Committee
  - Contact auction donors/sponsors/vendors as needed to confirm information
  - Physically receive, catalog and organize auction items; Write auction descriptions
  - Assist in social media planning and execution for event promotion
  - Work with Development Specialist to keep guest lists and event data up to date
  - Work with Development Specialist to procure and organize supplies
  - Event planning and on-site execution including set up and tear down
- Administrative duties for development-related activities as needed

### QUALIFICATIONS

#### Education and Experience:

- High School Diploma with at least one year of coursework at a 4-year college or university. Junior/Senior in Undergraduate or Graduate student majoring in Non-profit/Public Administration preferred
- Strong interest in event planning; Previous event volunteer experience a strong plus
- Must have a working knowledge of Microsoft Office including Excel, Word, and PowerPoint
- CRM Database experience preferred (DonorPerfect, Raiser's Edge, etc.)

**Other Requirements:** Must have reliable transportation to/from the office and occasional off-site events. Must submit to and pass a background check. Must possess the strength to lift and carry materials weighing up to 50 lbs. without assistance.

### SKILLS DESIRED

- Outgoing and well-spoken
- A go-getter/pleasant personality
- Creative and detail-oriented; Well-organized
- Ability to exercise good judgment
- A "can do" attitude and desire to learn
- Ability to follow instructions and also work independently
- Sense of humor is a must!

**Time Commitment and Compensation:** 15-20 hours per week, must be able to receive course credit, normal hours will be worked during business hours (Monday – Friday, 8:30am-5pm). Some late evenings and weekends will be required.

**Interested applicants should send resume, cover letter, and 2-3 references to:**

Dan Carroll, Development Specialist  
Adoption Network Cleveland  
4614 Prospect Avenue East, Suite 550  
Cleveland, OH 44103  
[daniel.carroll@adoptionnetwork.org](mailto:daniel.carroll@adoptionnetwork.org)

*Priority will be given to applications received by Friday, February 24, 2016 at 5:00pm.*