



**Position Title: Special Events Intern**

**Reports to: Special Events Coordinator**

**Length of Internship:** One semester with a strong possibility for longer – one year plus.

**Hours:** 10-20 hrs/wk

**Internship Description/Duties:** This internship involves special events, fund raising, public relations, recruitment and marketing. Duties will range from special event organization, prep for actual event, implementation, basic design work, promotional mailings, data base creation and updating and working with businesses to promote the need for donations and volunteers. Event sponsorship and donor follow up mainly through phone calls. Some evening and weekend work required.

**Competencies and Skills:** Organizational and interpersonal communications skills are essential, good writing skills, ability to work in Microsoft Word and Excel experience a plus. We are looking for someone who is creative and can think beyond the task at hand. Candidate must have a strong work ethic and be willing to multi task on a number of projects. This internship will also require writing skills, design and layout competence, and interaction with the community – in person and on the phone. Some basic envelope stuffing/clerical work will be involved; however, the majority of tasks will provide valuable experience.

#### **Agency Requirements**

##### **Physical Demands**

The physical demands at BBBS are representative of those that must be met by an intern to successfully perform the essential functions of this internship. Interns who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Performing the essential responsibilities of this internship, the intern is regularly required to sit, operate computers and other office equipment, complete filing tasks and use written and oral communication skills. The intern may be required to transport or move up to 20 pounds.

BBBS provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability. BBBS operates under an Affirmative Action Policy.

##### **Work Expectations**

Intern must be able to view differences between individuals (race, gender, age, cultural heritage, physical ability, education and lifestyle) as an asset and demonstrate an appreciation of the diversity within Big Brothers Big Sisters and the youth served by the agency.

*The above statements reflect the essential responsibilities and competencies considered necessary to achieve BBBS's Agency goals. Other tasks may be assigned, based on agency needs at the request of the department's supervisor or the CEO.*

Please e-mail resume and cover letter to Nancy C. Bong, Special Events Coordinator at [nbong@bbbsmilwaukee.org](mailto:nbong@bbbsmilwaukee.org).