



**Event and Communications Intern
Job Description
Summer / Fall 2019**

Event Planning

- Assist with More Than Pink Walk planning and logistics, including Walk leadership committee meetings, event site set-up, vendor communication, Walk registration assistance, volunteer recruitment and training, fundraiser recognition and incentives, and Walk marketing/communications.
- Make calls to thank and encourage Walk fundraisers and team captains/members.
- Assist with planning and logistics of Pink Tie Guy event, including invitations, RSVP coordination, and tie deliveries.

Marketing and Communications

- Help to manage social media accounts (Twitter & Facebook), including content creation and post scheduling.
- Draft and send press releases as needed.
- Media follow up calls on press releases and alerts.
- Review media list and conduct telephone audit to confirm contacts.
- Assist in updating the website, the creation of email campaigns, and contributing newsletter content.

General Office Assistance/Special Projects:

- Assist the Development Department with tasks related to events, volunteer meetings, and mailings.
- General office work such as reception, filing, and data entry may be required.

Value of internship to student

- Develop public relations, advertising, and marketing skills and have tangible content for a personal portfolio.
- Develop contacts with businesses and nonprofit agencies in a 22-county area.
- Experience with planning a major event, the More Than Pink Walk.
- Experience in various fields of the non-profit industry, such as communications/PR, finance, events, fundraising, volunteer management, and more.

Skills required:

- Working toward a degree in Communications, Public Relations, Graphic Design, Marketing, Non-Profit Management, or related field
- Strong written and verbal communication skills
- Ability to work independently
- Ability to do research independently
- Strong interest in event management and planning
- Solid organization skills
- Knowledge of publishing programs, including Microsoft Office Suite

Accountability:

- This position is part-time for 2-3 days per week from May-July or August-October.
- Normal working hours are from 9am to 5pm Monday-Thursday and 9am to 1pm Fridays with 30 minute lunch.
- Schedule can vary and can be coordinated with supervisors.

Resumes and cover letters can be sent to Leslie Hurrell at lhurrell@komenneohio.org.