

## United Way of Dane County Event Planning Intern Description

### **Job Description:**

The Event Planner Intern will assist in all aspects of planning, implementation, and on-site coordination for all major United Way events. Annually we host 12-15 events, ranging in size from 25-750 people. At each event leaders from our community are present, including business executives representing the private and public sectors. Our events are an opportunity to highlight the work our volunteers have made possible. Since each event is sponsored, it also gives an opportunity to work closely with sponsoring companies.

Major aspects of internship include: Event location research, writing marketing materials, compiling RSVP event responses, collaborating with various vendors, serving as an on-site resource person at the events, and preparing post-event evaluation results and correspondence.

Desired skills for the position are a high standard of excellence, great attention to detail, excellent verbal and written communication skills, flexibility, independence, academic or hands-on experience with event planning and a positive attitude.

Intern must be available for event dates, including event set up, in addition to approximately 8-12 hours per week throughout the semester during general business hours of 8:00 am to 4:30 pm (and additional hours during special event),. Time-span and weekly workload of the internship is negotiable and flexible.

Internship is located at United Way of Dane County, 2059 Atwood Ave, on the near east side. The Intern will have a shared workspace and supervised by the Marketing Outreach Coordinator who coordinates these events and will work on a team with additional professional staff members. Internship is unpaid, but provides a fabulous work experience with a leading non-profit in Dane County, and an opportunity to make strong connections and network inside the industry.

### **Computer Skills:**

Knowledge of Microsoft Office programs such as Word, PowerPoint, and Excel required. Knowledge of Adobe Acrobat, Illustrator, InDesign, Photoshop, and MS Project not required, but a plus!

### **About United Way of Dane County:**

United Way of Dane County creates lasting solutions to the issues that were identified by our community in the Agenda for Change. We are focused on creating measurable results so our community is safer, better educated, healthier and more independent.

Interested applicants should send resume and cover letter to: Sandy Morales, Marketing Outreach Coordinator, at [smorales@uwdc.org](mailto:smorales@uwdc.org).