



Special Events Intern Job Description

The Shoal Creek Conservancy (www.shoalcreekconservancy.org) is a 501(c)(3) nonprofit organization established in 2013. Our mission is to restore, protect, and enhance the ecological, social and cultural vibrancy of Shoal Creek for the people of Austin, Texas by engaging the public and partnering with the community. We seek to achieve this mission through programming that helps to maintain and improve the Shoal Creek trail and greenway; enhance the public's enjoyment of the Creek; and restore the watershed.

Shoal Creek extends north-south for approximately 11 miles through from the Domain to Lady Bird Lake; the Shoal Creek watershed covers 13 square miles. The trail along Shoal Creek is the city's oldest trail and extends for approximately four miles through downtown and central Austin.

Description: Shoal Creek Conservancy seeks an extremely organized individual who is interested in learning more about event planning and nonprofit fundraising. This person would work closely with the Development Coordinator and assist with production of the 3rd Annual Shoal Creek Awards fundraising event. The Special Events Intern must be available to attend the Shoal Creek Awards event on Tuesday, May 23. The position is available to undergraduate or graduate as well as recent graduates.

Responsibilities:

The Intern will have a central role in producing the 2017 Shoal Creek Awards event, a happy-hour style community awards presentation and fundraiser.

- Assist with donor relations, including preparing thank you letters
- Track ticket purchases and sponsorships
- Create event name tags
- Design and print event materials
- Vendor coordination
- Assist with silent auction prep
- Assist with donor database management
- Update event website
- Other event-related administrative tasks and errands as needed

Qualifications:

- Strong writing, editing and proofreading skills
- Desire to learn about event planning, nonprofit fundraising and management
- Ability to work independently and as part of a team
- Highly organized and able to manage multiple ongoing projects
- Extreme attention to detail
- Microsoft Excel skills or willingness to learn quickly are a must
- Enthusiasm for the Conservancy's mission

Start Date: Position open until filled. Requires a minimum semester/summer commitment

Hours: At least 15 hours a week, preferably two to three times a week in the office. The Special Events Intern must be available to attend the Shoal Creek Awards event on Tuesday, May 23, 2017.

Stipend: \$500 per semester/summer.



To Apply:

Please send a cover letter and resume to Nina Rinaldi, Development Coordinator, at nina@shoalcreekconservancy.org. Thank you for your interest in the Conservancy.