

Fundraising and Events Intern

Reports to Executive Director

Position Status: Intern (unpaid); Course Credit Offered

Time Commitment: 15 hours per week minimum **two semester commitment preferred
(Anytime M-F between 9am-5pm)**

Overview:

The Event Internship is designed to provide professional development opportunities to students by gaining experience in behind the scenes event planning. The event intern will be responsible for communication with outside vendors and will be the lead for projects assigned to them. This dynamic position will involve working on different projects and will provide an understanding of the importance of details in planning and orchestrating a successful event. The ideal candidate understands the Brady's Bridge vision/promise and is passionate about project management and process improvements especially in areas of event, systems and communications with internal and external customers.

Required Knowledge and Skills:

- Excellent verbal & written communication skills
- Strong time-management, organizational and research skills.
- Proficient in Microsoft Excel, Word and PowerPoint, Web research
- Strong Data organization skills and experience
- Self-motivated, flexible team player with a positive attitude
- Ability to multi-task, meet deadlines and adjust to changing priorities
- Comfort with soliciting/interacting with individuals and companies face-to-face, on the phone or via mail/email.
- Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university
- Bi-lingual or multi-lingual is a plus
- Exceptional phone etiquette
- Demonstrate commitment to non-profit work
- Research, writing, editing and proof-reading skills
- Must be 18 years or older and authorized to work in the United States
- Ability to work 15- 20 hours per week. Standard office hours are Mon– Fri, 9 am to 5 pm. Event days may require after-hours or weekend work.

Core responsibilities:

- Manipulate and collect weekly data regarding event participants
- Gather fundraising data from participants and team members to present to supervisor
- Collect post event data
- Administer and lead the distribution of flyers across our community
- Communicate and delegate between interns, director, and third-party donors
- Communicate both verbally and electronically with event sponsors and participants
- Coordinate the process and release of event packets and/or information for participants
- Promote event via social media and other event web sites
- Assist in sponsorships and in-kind requests (both written and verbal)
- Assist in searching and locating grant opportunities

Other:

- Must have reliable transportation to the Cedar Park area
- A minimum of three days per week, with at least 4 hours per day.
- Hours may vary from the standard 9 a.m. - 5 p.m. based on upcoming events.

Benefits:

- Experience in the non-profit sector
- "Hands-On" ownership of projects, building experience in project management
- Collaboration and networking with team members, customers and vendors

To Apply: Please submit a cover letter and resume to tabitha@bradysbridge.org. Include the intern job title and your first and last name in the subject line of the email.

About Brady's Bridge

Brady's Bridge is a 501c3 Non-profit organization with a mission to provide individualized care, in a group setting, for kids of ALL abilities, including special needs. Our organization was inspired by our son, Brady. When he entered kindergarten about 3 years ago, there were no after-school programs that would accept him, due to his needs. Through fundraising, grants and community support, we hope to open our building and program in 2019.