



Hays County Food Bank 220 Herndon Street San Marcos TX (512) 392-830

## Special Events Internship

Want to get experience or earn credit while working at an organization that gives back? Work for the Hays County Food Bank as an intern and gain skills while giving back to the community.

We offer flexibility and will often work around your schedule. We offer our interns responsibility and mentor them to create an extremely valuable experience.

Internships are available year round in the winter, spring, summer, and fall.

### Application Instructions

Interested applicants should submit a resume and cover letter to Jim Wagner at [jwagner@haysfoodbank.org](mailto:jwagner@haysfoodbank.org) for review and consideration. Applicants are accepted year round so be sure to indicate your desired time frame as well as desired internship in your cover letter.

If there is not an internship listed that you are interested in however you feel you have something to offer we will consider special requests and projects if it can benefit our organization.

### Summary

Hays County Food Bank seeks a dynamic, self-starter to assist with special events efforts. This internship is an excellent opportunity to experience various aspects of fundraising and event planning while working for a local community based nonprofit organization. Gain valuable, practical experience that will give you an edge when you enter the job market.

### Responsibilities

- > Assist with promoting and planning events, sponsor acquisitions, event logistics, and direct mailings.
- > Assist with event administrative duties.
- > Coordinate event volunteers with HCFB staff.
- > Solicit donations from local businesses.
- > Coordinate event set up/ breakdown.

### Training and Supervision

Training and supervision conducted by Executive Director and HCFB staff.



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### **Time Commitment**

- > 15-20 hours /week (2-3 days a week)
- > Precedence will be given to those who can commit to a minimum of 10 weeks of service.
- > Work will be done within HCFB office hours M-F 8:00am-4:00pm.

### **Benefits**

- > Internship position is unpaid, but may be eligible for college credits
- > Build your portfolio of work.
- > Flexible scheduling
- > Help meet and important social need in a local organization