



Intern Job Description: Special Event Intern

Evergreen Habitat for Humanity (EHFH) is a Christian organization that builds and rehabilitates simple, decent houses with the help of homeowner (partner) families. EHFH is an affiliate office of Habitat for Humanity International and works to improve the living conditions for low-income Clark County residents. The non-profit organization works in partnership with people in need from all walks of life to develop communities by building safe and affordable housing.

Position: Special Event Intern

Description: Evergreen Habitat for Humanity seeks a dynamic, self-starter to assist with event planning efforts. This is an outstanding opportunity for an individual interested in learning more about nonprofit fundraising and event planning. The internship offers exciting hands-on experience and the opportunity to gain new skills.

Responsibilities:

- Solicit sponsors, create and coordinate the drafting/distribution of promotional materials, sell tickets, manage event staff and volunteers, and cover the logistics of the event.
- Update guest registration, seating information and related data entry
- Act as a liaison between the organization and vendors including negotiating pricing and pre-selecting options to present to the organization while maintaining budget for the event
- Manage and implement a plan for securing silent auction items
- Assist with insuring the special events content on the EHFH website and social media sites are updated
- Assist with donor acknowledgement and guest follow-up
- Plan and facilitate planning committee meetings including distributing agenda and taking minutes

Qualifications:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably with an interest in non-profit development and event planning
- Previous internship or related experience in fundraising or event planning is a plus
- Must be computer literate, including Internet research experience
- Professional demeanor and outstanding phone etiquette
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines
- Enthusiasm for the mission of Habitat for Humanity and the families we serve

Start Date: Position open until filled, requires 3 – 6 month commitment.

Hours: 8 – 12 hours/week, preferably twice a week in the office. Up to 4 hours can be completed at home.

Compensation: This is an **Unpaid**/Volunteer internship

To Apply: Please send cover letter and resume to volunteer@ehfh.org

Evergreen Habitat for Humanity is a Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.