



Special Events Intern

Organization: The Arc of Texas

Contact Name: Dori Yeater, Director of Development

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Job Posting Summary

This internship is a great opportunity for someone pursuing a career in business, marketing/communications, public health, global health, nutrition, social work, non-profit and/or event production. The ideal candidate must be energetic, a team player, results-oriented and dedicated to the achievement of personal and team goals. This internship requires a candidate with confidence in interpersonal communication and public speaking, excellent writing skills, and a passion for making a difference in the lives of people with and affected by intellectual and development disabilities.

Essential Functions / Responsibilities:

1. Assist in mission outreach to donors, businesses, sponsors, and volunteers by phone and mail for engagement in The Arc of Texas's events
2. Assist with mailings and package assembly
3. Utilizes social network platforms to promote events
4. Attend designated and promotional local events, and assist staff as necessary
5. Tackle area strategies through research
6. Other duties as assigned

Requirements:

1. Commitment to a flexible work schedule of at least 15 hours per week during standard business hours, with occasional nights and weekends
2. A tech savvy approach and willingness to learn
3. Knowledge of event management preferred
4. Strong writing, editing and proofreading skills
5. Self-motivated, detail-oriented and strong organizational skills
6. Ability to work independently and with staff
7. Strong customer service skills

This is an unpaid internship opportunity.