

Name: _____

Site: _____



Title: Special Events Intern

Status: Part-time

Pay Range: Stipend

Position Description:

The Special Events Intern will work directly with the Director of Special Event and committee in planning, supporting and executing the fundraising and special event activities of Boys & Girls Club of Dane County early June-August. This person will also help assist the Development Department with some administrative duties as needed.

Responsibilities:

- Contact potential donors/sponsors and vendors as needed to confirm information
- Work with Special Events Manager and/or key volunteers to coordinate event logistics
- Keep guest/participants lists and event data up to date
- Work with Special Events Manager to procure and organize supplies for events
- Assist with multiple complex mailings
- Event planning, promotion, and on-site execution including set up and tear down

Qualifications:

- High School Diploma with some course work at a 4-year college or university
- Must have a strong interest in event planning
- Previous event volunteer experience a strong plus

Boys and Girls Club of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their **resume**, **cover letter**, and **three personal references** via email to lrowell@bgcdc.org