



**Position: Special Events Intern**

**Supervisor: Special Events Director**

## **Position Description**

Partnership Against Domestic Violence (PADV) is Georgia's largest nonprofit domestic violence organization and each year we host several impactful events to educate and engage various audiences on issues pertaining to intimate partner violence. The Special Events Intern will assist with different production aspects of these events which may include, but are not limited to, the Hearts with Hope Gala, Women In Action Forum and Teen Dating Violence Summit. This is a part-time position. Candidates should expect to work about 15 hours per week. The hours are flexible but will typically occur from Monday-Friday between 9am - 5pm. Special Events Interns will gain and/or improve upon their:

- General communication skills and professionalism
- Understanding of the inner workings of a nonprofit organization
- Ability to work in a fast-paced environment, handle competing priorities and multitask
- Understanding of special event planning and related logistics
- General customer service skills

## **Roles and Responsibilities**

- Assisting with various aspects donor engagement
- Assisting with the preparation of mailings
- Database maintenance
- Clerical tasks
- Assisting with event set-up, breakdown and execution
- Providing support to event committees
- Making phone calls to donors, event attendees, and prospective guests
- Submitting donation requests
- Performs other duties as assigned.

## **Minimum Qualifications**

- Strong interpersonal, verbal and written communication skills
- Basic computer skills. This includes Microsoft Office and the internet.
- Interest in event planning and/or nonprofit development
- College coursework or comparable work experience preferred
- Very strong organizational skills
- Must have reliable transportation
- Ability to lift 20 lbs.
- Ability to stand, walk and move for extended periods of time.

## **Compensation**

This is an unpaid position; however, a recommendation letter will be provided for those who successfully fulfill the requirements of this position. College credit is also highly encouraged and available upon school approval.

**TO APPLY PLEASE EMAIL YOUR COVER LETTER AND RESUME TO [Kiana.Matthews@PADV.org](mailto:Kiana.Matthews@PADV.org)**