



Internship Title: Event Coordination Intern

Duration: 3 Months **Compensation:** \$500 stipend + Commission + Academic Credit

Description:

Event Coordination Interns are responsible for creating events and fundraisers for both EveryLibrary as well as local, state, and federal initiatives. These events can be small or large fundraisers, rallies, or other events as needed. Event interns have the opportunity to explore a wide range of event types as well as the marketing and invitations to attendees and the planning and execution of all aspects of the event to make sure that it is successful.

Duties:

- Event planning, design and production while managing all project delivery elements within time limits
- Propose ideas to improve provided services and event quality
- Organize facilities and manage event's details
- Cooperate with marketing and PR to promote and publicize event
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day
- Conduct pre- and post- event evaluations and report on outcomes
- Research market, identify event opportunities and generate interest

Qualifications:

- Proficient command of English grammar and spelling
- Experience as event coordinator
- Track record of organizing successful events
- Excellent vendor management skills
- Problem-solving ability
- Accuracy and attention to detail, and ability to show initiative and work independently.
- Excellent understanding of Microsoft Office suite (in particular, Word, Excel and PowerPoint)
- Studying towards/ educated to postgraduate level in a related subject

Skills:

- Excellent time management and communication skills
- Sales skills and ability to build productive business relationships
- Ability to manage multiple projects independently
- Strong communication and organizational skills
- Self starter, able to think creatively to solve problems
- Strong attention to detail and organizational skills required
- Strong writing, communication and interpersonal skills
- Ability to work with various departments to finish necessary projects
- Skills in effective oral and written communication in English
- Understand the importance of maintaining confidentiality