



POSITION: Event Planning Intern

SUPERVISED BY: Paige Stein, Volunteer Coordinator

POSITION SUMMARY: The Event Planning Intern will assist the Volunteer Engagement Department in engaging volunteers for volunteer & fundraising events. The intern will help with the volunteer coordination & planning for spring events, such as our annual fundraiser DISH, Stamp Out Hunger (national food drive), and National Volunteer Week. The intern will also support the event coordination process for corporate volunteer group service days. Responsibilities will range from database scheduling, onsite event support, ongoing email or phone contact with group leaders or volunteers, and post-event evaluation. See the entire volunteer event planning process from start to finish!

Second Harvest Heartland mobilizes a workforce of over 28,000 individual volunteers each year. This mass of dedicated contributors comprises nearly 1/3 of our workforce and is extremely valuable to the organization. Help us provide an exceptional volunteer experience and recognize our volunteers through various events. Join our Volunteer Engagement Department while gaining hands-on experience in recruitment, outreach, scheduling, and coordination of volunteer and fundraising events!

DUTIES:

- Execute volunteer coordination and details for group volunteer events at our Brooklyn Park site, including writing playbook details, serving as a liaison between departments, and assisting with onsite setup
- Support special event management through online scheduling, email confirmations, and answering volunteer questions via email or phone
- Assist with onsite volunteer coordination and directions for fundraising event volunteers
- Help create and coordinate National Volunteer Week appreciation for volunteers
- Perform general outreach functions for the Volunteer Engagement Department, including online recruitment materials for volunteer event openings
- Other special project opportunities as capacity allows

LEARNING OBJECTIVES:

- Gain a broad understanding of volunteer management and exposure to the profession
- Gain experience and understanding of volunteer event planning basics
- Increase knowledge of volunteer and donor stewardship practices
- Expand marketing and communications fundamentals
- Gain inside knowledge of onsite special event management
- Learn basics of how a large non-profit operates

MINIMUM REQUIREMENTS:

- 1-2 years of undergraduate education
- Basic computers skills
- Very good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Strong customer service experience
- General understanding of professional marketing and communications
- Willingness to work collaboratively and be part of a high-performing team
- Comfortable public speaking

TIME REQUIREMENTS AND SCHEDULE:

- **Total time requirement:** 10-15 hours/week
- **Project Start date:** January 2018
- **Project completion date:** Mid to End of May 2018
- **Days of the week:** Flexible, ideally one day near beginning of the week and one day near the end of the week (i.e. Monday or Tuesday & Thursday or Friday)



- **Time of the day:** Flexible
- **Work site:** Brooklyn Park Office with occasional meetings at Maplewood location

ORGANIZATION CONTACTS:

- Volunteer Engagement Team
- Interaction with Events Team, Corporate Team, and Marketing and Communications Team

HOW TO APPLY: Please submit cover letter and resume to Internships@2harvest.org