

**INTERNSHIP TITLE:** Event Planning Internship

**POSITION TYPE:** March to October/November 2016 - 15 to 20 hours a month, more if needed/desired

**LOCATION:** Buena Park, California

**PAY:** Unpaid

This Event Planner intern will work directly with the Development Department to assist with planning of a fundraising gala in fall 2015. The tasks will include (but are not limited to) contacting previous attendees; creating and implementing creative ways to reach potential guests; assisting the silent auction team in procuring items for the auction; assisting with event logistics (crowd control, decorations, layout); and organizing spreadsheets and other paperwork. This intern may also assist with a spring fundraising event as needed. The ideal candidate must be professional, outgoing, extremely organized, take initiative, work well with a team, and have outstanding interpersonal skills. Previous event planning experience is a plus.

**SUPERVISION:**

Works under the general supervision of the Development Department.

**SKILLS:**

- Knowledge of Microsoft Office / Google Docs
- Self-starter
- Organized
- People person
- Ability to lead a team and meet deadlines
- Creative

**EDUCATION:** Junior/ Senior in College OR Recent College Graduate

Giving Children Hope is a faith-based nonprofit organization dedicated to alleviating poverty (domestically and abroad) through disaster relief, health and community development, vocational training and advocacy.

**If you are interested in applying for this internship, please e-mail a cover letter detailing the name of the position you are applying for, where you found the posting, and how this would benefit your future career as well as a current resume to [volunteer@gchope.org](mailto:volunteer@gchope.org). In the subject line please type “Event Planning Internship.”** We are happy to work with your college or university if you are interested in receiving credit. As every university has different requirements we ask that you inquire with your school as to the requirements and restrictions.