



Job Title: Special Events Intern

Job Purpose:

The Special Events Intern plays a supportive role to Atlanta RMHC's special events team and reports to the Director of Special Events.

This position will focus on aspects of event planning for the charity, including guest logistics, vendor and donor communication, website copy and updates, database entry and other administrative duties. The Special Events Intern must be detail-oriented, a strong written and verbal communicator and passionate about the Atlanta RMHC mission.

Essential Duties and Qualifications:

- This internship is designed for current undergraduate students or recent college graduates; Communications, Public Relations, Marketing or Business fields preferred.
- Minimum of 12 weeks full or part-time is preferred
- Position requires excellent verbal and written communication skills, attention to detail, and exceptional organizational and interpersonal skills.
- Ability to take direction, work independently and prioritize while completing multiple assignments.
- Draft donor communications, track donor event logistics, including guest names and preferences, as well help ensure sponsorship benefits are fulfilled.
- Draft web copy for event pages and make basic updates; familiarity with fundraising platforms (Classy, GiveSmart, BidPal) a plus.
- Strong computer skills, with knowledge of basic Microsoft Office programs and functions; Experience with Raiser's Edge or other donor databases is a plus.
- Promote goodwill inside and outside of the Charity by representing Atlanta RMHC in a professional manner with a positive, cheerful, can-do attitude.
- Other administrative duties as assigned.
- Local travel within a 100-mile radius for events and meetings as needed.

Disclaimer:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, workload, rush job, or technological developments).



To Apply:

To apply, please send your resume, cover letter and one letter of recommendation from a college professor/employer to Jessica Burnham, Director of Special Events at jessica.burnham@armhc.org

Physical Demands

Near visual acuity essential for reading, and ability to inspect event locations. Talking and hearing essential for communication. Ability to sit or stand for extended periods. Ability to lift 30 lbs. and transport such weight from one location to another.