



**Jewell McFarland-Lewis Women's Resource Center
Fresh Start Women's Foundation
Events Internship Description**

Title: Events Intern
Reports to: Events Manager
Schedule: Flexible
Salary: Unpaid

Organization and Mission:

Fresh Start is a unique organization, offering a holistic approach to providing resources that can nurture any woman's personal and professional development at any stage of her life. The mission of Fresh Start Women's Foundation is to empower women to transform their lives through education and engagement.

Description:

The Events Intern will be responsible for offering support of the major fundraising events which benefit Fresh Start Women's Foundation.

Position Duties:

Gala:

- Assist with developing target sponsor list based on previous years.
- Attend meetings with vendors.
- Update and track notes regarding sponsor communication.
- Assist with marketing and social media efforts.
- Help with setup of ancillary events such as the kick-off.
- Assist with developing the program, invites and save the date.
- Help with researching auctioneers, entertainment and speakers.
- Assist with Auction and Raffle procurement process.
- Help refine mailing lists for correspondence.
- Work closely with the event manager on details of the event to ensure the event is sticking to its timeline.
- Other duties as needed.

Other Requirements:

- Must have clear and competent oral and written communication skills.
- Ability to work respectfully and effectively with a variety of individuals including clients, volunteers, staff, donors and community partners.
- Understanding and compassion for women from all walks of life.
- Must consistently exhibit high levels of initiative, flexibility and professionalism.
- Physical duties including lifting, standing, etc. may be required.
- Skilled at working and staying motivated in both a team and individual work environment.
- Willingness to attend outside meetings and events to represent Fresh Start.
- Strong organizational, problem solving and decision making skills, ability to multi-task and work in a fast paced, demanding environment.
- One year commitment preferred.

Qualifications:

- Competency with MS Word, Outlook, Excel, PowerPoint, and the internet.
- Physical ability to do light moving and lifting of boxes weighing 25-30 lbs.

**Interested persons should email resume, and letter of interest to
Marcella Columbus at mcolumbus@fswf.org.**