

Special Events Intern: Unpaid Internship
Access of West Michigan
For Fall Semester 2020 or Spring Semester 2021

Who we are:

Celebrating the activity of God in our midst, the mission of Access is to strengthen and develop wholistic solutions to poverty by cultivating equitable systems through education and collaboration. Over the past five years, Access has reframed our approach to poverty by focusing on prevention through systems change. Our three initiatives are Good Food Systems, Congregational Connections, and Poverty Education. The Good Food System initiative focuses on growing a local food system that is that is fair, green, healthy, and affordable for all. Through Congregational Connections, Access connects the faith-based community to issues of social justice and stewardship within benevolence outreach. Poverty Education exists to overcome misconceptions of poverty and motivate people to become involved in activities that promote justice in our communities, as well as provide economic opportunities for workshop staffers.

Primary Duties and Responsibilities:

- Assist with event logistics
- Have a key role in providing research for outreach and record keeping for donor and volunteer engagement
- Provide integral support to event sponsors to coordinate collateral fulfillment
- Assist with research and outreach for in-kind donations
- Be involved with creative brainstorming on how best to utilize and capitalize on social media platforms
- Provide administrative support and perform other job-related duties as assigned

Knowledge, Skills, and Abilities

- Previous event planning and fundraising experience a plus, not a must
- Superior organizational and communication skills
- Strong attention to detail and a demonstrated ability to take initiative
- Excellent public relations and customer service skills in dealing with internal and external constituents
- Must enjoy working as a member of a team with an attitude of "pitch-in", and "no-job-is-too-small", on multiple projects and handle pressure with grace
- Proficient in Microsoft Office applications and strong internet skills required

Requirements

- Must be a Junior or Senior level college student
- Interest in actively learning about event planning and development.
- Ability to multi task and use creativity to develop new event concepts.
- Working knowledge of Microsoft Word, Excel, and Outlook.
- Outgoing and friendly personality who enjoys working with people.
- Work with accuracy and attention to detail.
- Ability to work well as a team member or independently.

Think you are a great fit for us? Send your cover letter and resume to alaina@accessofwestmichigan.org