



Summer/Fall 2019 Event Planning Unpaid Internship

Position Description: The Epilepsy Foundation of San Diego County (EFSDC) is seeking intelligent committed interns who have a passion for event planning and are interested in learning the ins and outs of how to put on successful fundraising events.

Event Descriptions:

The Annual Epilepsy Education Conference is on Saturday, July 27, 2019.

The Annual Gingerbread City Gala is on Tuesday, December 3, 2019.

*It is mandatory that interns have availability on these dates and the weeks/weekends prior and after the events.

Position Details:

Internship opportunities begin in June/July with end dates in mid-December

Compensation: These are unpaid internship opportunities

Responsibilities: Intern will get hands-on event experience in a variety of areas and expertise (social media, volunteer coordination, social media, work with vendors, website editing, communication, community and media relations, logistics, registration, etc.)

- Implement social media strategies for both events
- Assist in coordinating event volunteers
- Help prepare marketing materials and emails
- Assist with securing event vendors
- Administrative and other office duties
- Organize post-Event tasks including thank you letters and receipts.

Benefits:

As a small organization, interns will wear many hats throughout the event planning process (this is a great advantage!)

Interns will be able to be creative and run with projects.

Interns will have lead roles the day of the events

Interns will have a chance to interact with the community

Flexible schedule

Interns will be working for a great cause!

Reports To: Special Events Manager

Interacts with: EFSDC staff, volunteers, families in the community, media, vendors, local businesses, and donors.

Qualifications:

- College level preferred in the areas of nonprofit, event, hospitality, marketing, management, PR or communications.
- Experience in event planning
- Excellent written and verbal communication skills
- Flexible
- Excellent attention to details
- Excellent organizational skills
- Comfortable and confident with asking for donations from local and national businesses.
- Must have proficient computer knowledge of MS Office and internet
- Must have reliable transportation

Location:

North Park neighborhood near Hillcrest, lots of great places to eat on lunch breaks!

How to apply:

Please send resume and brief cover letter (highlighting previous event related work) to cassandra@epilepsysandiego.org. Please, no phone calls.

Organization Description: The Epilepsy Foundation of San Diego County (EFSDC) is a 501(c)(3) nonprofit organization whose mission is to ensure that people with seizures are able to participate in all life experiences; and prevent, control, and cure epilepsy through services, education, advocacy and research.

EFSDC offers programs and services to the more than 50,000 people living with epilepsy in San Diego and Imperial Counties. These include individual counseling and advocacy, epilepsy outreach and education, children's summer camp, art therapy groups, and much more. To learn more about the EFSDC please visit our website at www.epilepsysandiego.org