

Event Management Internship

The Event Management Internship is designed to be a learning experience with opportunities to discover more about how events are planned, budgeted and implemented for the Carlsbad Educational Foundation. As an intern, you will assist staff in managing activities to successfully plan and complete fundraising and stewardship events from conception through completion. During COVID-19, events will be virtual until the time restrictions are lifted and we may again hold events in person.

Carlsbad Educational Foundation Mission Statement

The mission of the Carlsbad Educational Foundation is to support the education of every child in the Carlsbad Unified School District by developing, conducting and financing innovative and quality programs and projects.

Requirements:

- Excellent time management, communication, interpersonal, writing and proofreading skills.
- Ability to manage and accomplish multiple projects and work assignments while meeting deadlines.
- Must be a team player, outgoing and possess excellent customer service skills.
- Knowledge of Microsoft Word, Excel, Outlook, PowerPoint, social media, mail merges, and web searches.

Key Responsibilities (Intern will assist with the following) -

- Helping plan, design and produce events while managing project delivery elements to ensure donor-centric events.
- Tracking event finances including check requests, invoices and reporting.
- Prepare target list and solicitation letters for vendor donations and auction items.
- Defining volunteer requirements and coordinating their activities.
- When events are in person (vs virtual), manage on-site production, close out of all events and clean-up as necessary.
- Conduct pre-event and post-event evaluations and reporting the outcomes.
- Proposing new ideas to improve the event planning and implementation process.

Schedule and Compensation

Candidates will receive volunteer hours for all work. Hours per week and schedule may vary.

Applicants

Applicants should forward a copy of resume and cover letter by e-mail to: Claudia Ehrlich, Senior Director of Philanthropy, Carlsbad Educational Foundation at Claudia@carlsbaded.org Carlsbad Educational Foundation is an Equal Opportunity Employer. A diverse applicant pool is desired.