

JOB DESCRIPTION

TERM:	<u>Spring 2018</u>	
POSITION TITLE:	<u>Special Events Heroes Breakfast Intern</u>	
DEPARTMENT:	<u>Special Events- Resource Development</u>	
REPORTS TO:	<u>Special Events Specialist</u>	
WORK SCHEDULE:	<u>15-20 hours per week (M-F, some Saturdays/Sundays)</u>	
CLASS STANDING:	<input checked="" type="checkbox"/> Undergraduate Students <input checked="" type="checkbox"/> Graduate Students	

JOB DESCRIPTION

We are looking for an individual with great attention to detail, ability to focus at the task on hand, and interest in pursuing a career in special events. This individual will be working closely with our Heroes Breakfast logistics, with main focus on Heroes Breakfast registration and seating. Our annual Heroes Breakfast is a major fundraising event, with 900 attendees, that gives the Chicago region a chance to highlight and honor 11 community heroes while raising over \$1.2 million to support the American Red Cross.

PROJECTED LEARNING OUTCOMES:

1. Ability to gain understanding around planning and executing successful special events within a nonprofit.
2. Increase skill set of Microsoft excel and other Microsoft office programs.
3. Gain knowledge of nonprofit special event planning.
4. Learn how to successfully execute major fundraising events.
5. Learn how to appropriately work with and manage major corporate event sponsors.
6. Gain knowledge of donor management and systems (Salesforce).
7. Build personal organizational and planning skills.

RESPONSIBILITIES:

1. Support selection and stewardship of the 2017 class of heroes
2. Manage Heroes Breakfast and Heroes Reception event records in donor management site, including RSVPs and table arrangement.
3. Support program book listing solicitations and follow-up
4. Assist with special event coordination and planning, including but not limited to event acknowledgements, venue logistics, vendor research and working with event volunteers.
5. **Staff Meet the Heroes Event (April 19, 2018), set-up (May 2, 2018) and the Heroes Breakfast (May 3, 2018) *All required attendance.**
6. Assist with special event and day-of-event operations including set-up, tear-down and other manual labor projects.
7. Assist with special event data entry, mass mailings, filings and other administrative tasks
8. Assist Development Associate, Special Events with administrative duties

QUALIFICATION:

Required:

1. Computer competence: Microsoft Office programs including Word and Excel
2. Email and research proficiency
3. Strong written and verbal skills
4. Strong personal and customer service skills
5. Be able to lift at least 20 lbs.