



Position Title: Event Planning/Fund Development Internship
Supervised By: Community Development Director

Brief Description of the Position:

The Event Planning Intern will focus helping organize and implement special events, such as (but are not limited to), Golf Outings, Auctions, Dinners, other events that are brought to us by volunteers wishing to support EVE, Inc. etc. Develop and maintain on donor/constituent information list on each event and entered into a database for EVE, Inc.

Requirements for the Position:

- ⌘ Desire to work in the not-for-profit arena.
- ⌘ High energy level.
- ⌘ Excellent organizational skills.
- ⌘ Strong computer skills and ability to utilize Microsoft Office and database software; ability to import and export data files.
- ⌘ Desire to work within the non-profit arena.
- ⌘ Strong written and verbal skills.
- ⌘ Maintain business casual dress.

Duties and Responsibilities:

- ⌘ With supervision, data entry.
- ⌘ Develop user friendly database.
- ⌘ Assist with Thank You letters.
- ⌘ Coordinate fundraising events and special activities.
- ⌘ Compile information to further develop business, corporate and community engagement.
- ⌘ Work with the Community Development Director to grow community events.

Schedule/Commitment:

- ⌘ Minimum of 4 hours per week is required for this position.
- ⌘ Limited to Monday-Thursday, 10a.m. – 4 p.m.

For more information about Volunteer Opportunities:

Please contact EVE's Community Relations Coordinator at communityrelations@eveinc.org or 517-372-5976 ext. 11. Please send volunteer and internship applications to: EVE (End Violent Encounters), ATTN: Community Relations Coordinator, P.O. Box 14149 Lansing, MI 48901.