



Events Intern

Term: Winter, Spring, Summer or Fall

Length: TBD (flexible)

Hours per Week: 8 hours

Reports to: Event Manager

Primary Function:

To provide support with setting up for events, taking care of guests during events, cleaning up from events, and assistance with general administrative tasks and projects such as outreach and event marketing.

Requirements:

- Passion for mission to significantly increase book ownership among under-served children
- MUST have a high school diploma
- Exude a positive, "I can/I will" attitude
- Value relationships
- Represent the following qualities: problem-solving, flexible, responsible, communicative, organized, personable, and team-oriented
- Saturday availability a plus, but not required

Working Conditions/Physical Demands: While performing the duties of this job, the incumbent will typically be working in an office or event space environment. Will sometimes be asked to do moderate lifting, bending, pulling, and standing for extended periods. Reasonable accommodations may be made for individuals with disabilities to enable them to perform the essential duties.