

Educational Events Intern Job Description

Description

The Davis Phinney Foundation for Parkinson's is a dynamic, national nonprofit organization located in Colorado. Our mission is to help people with Parkinson's to live well today and we inform and inspire hundreds of thousands of people living with Parkinson's around the world each year through our programs.

Location: 357 S McCaslin Blvd., Suite 105, Louisville, CO 80027

Hours of Work: Flexible (minimum 10hrs/week - maximum 20hrs/week)

Reports to: Community Engagement Manager

About the Position

The Educational Events Intern supports all aspects of event production for The Victory Summit® event series as well as additional events large and small that the Foundation produces and participates in. This position is ideal for anyone interested in learning the ins and outs of event production, especially for non-profits. The Educational Events Intern will gain experience with event logistics, event production, budgeting and more.

This position will be tailored based on experience, interest, goals of the internship and length of internship/hours per week invested.

Regular activities may include:

- Supporting the Educational Event Manager by working with event vendors, coordinating travel and on-site needs, creating itineraries, etc.
- Researching, recommending and working with locations for local gatherings produced in tandem with events including dinners, happy hours, etc.
- Contributing to a great experience for event speakers and other VIPs by coordinating pre-event and on-site logistics, creating customized travel and logistics communications, creating gift bags, etc.
- Assisting with shipping and receiving of event materials
- Working within our Raiser's Edge database to ensure vendor records are entered and updated
- Researching future event sites to determine feasibility and availability

General Responsibilities

- Work as a member of Programs & Outreach team and work closely with the Educational Event Manager and Community Engagement Manager to complete assigned tasks in a timely and professional manner
- Embrace the Foundation's mission to help people with Parkinson's live well today
- Embody the Foundation's values to live well, inspire action and connect the community
- Support the Foundation's event processes and activities to ensure events are best in class

Qualifications

We are looking for someone who is a team player, highly motivated, able to multi-task and is organized. Strong written communication skills are critical to this position. Creativity and willingness to innovate and collaborate are highly valued. Strong computer skills are required. Interest in living well and learning the

ins and outs of a non-profit organization are required. A positive energy, sense of humor, and desire to have fun each day a must!

Physical Requirements

Our ideal candidate in this job must be able to:

- Remain in a stationary position for 50% of the time
- Occasionally move about inside the office to access file cabinets, office equipment, etc.
- Constantly operate a computer and other office machinery
- Occasionally raise objects (equipment and boxes) weighing up to 35 lbs. from a lower to higher position or horizontally (lifting)
- Occasionally use upper extremities to exert force in order to draw, haul or tug objects (pulling) in a sustained motion
- Occasionally needs to push against something with steady force in order to move something

Nothing in this position description restricts the Foundation's right to assign or reassign duties and responsibilities to this job at any time. The position description is subject to change at any time.

Hourly Compensation

Interns are paid an hourly rate of \$12/hr and may receive additional funds through their college institution or other program. If college credit is desired, intern must manage all communications with college institution to ensure requirements are met.

The Davis Phinney Foundation is an equal opportunity employer and seeks a diverse applicant pool.

To Apply

Please submit your resume and cover letter to jobs@davisphinneyfoundation.org with your full name and "Educational Events Intern" in the subject line. In your cover letter, please share why you are interested in this specific role at the Davis Phinney Foundation and what makes you the ideal candidate for the position.