



## Intern Job Description: Women Build Event Planning and Logistics

### **Purpose:**

To further the mission of Habitat for Humanity Saint Louis (HFHSL) Women Build Program by assisting with Women Build's various events including empowerment sessions, annual auction fundraiser, and homebuyer housewarming celebration.

### **Duties and Responsibilities:**

- A. Help in planning and implementing Women Build's special events;
- B. Assist with phone calls and mailings to past and current event participants, potential sponsors, and volunteers;
- C. Help with donation asks for events;
- D. Recruit and manage event volunteers (including attending the event);
- E. Attend and participate in Women Build committee meetings;
- F. Develop detailed event binders and SOPs including timelines, tasks, budgets, and volunteer requirements for special events;
- G. Other event planning duties and special projects as assigned.

### **General Requirements:**

The candidate must:

- Possess the ability to work well in a fast paced, ever changing environment;
- Be well organized, and have strong critical thinking skills;
- Have exceptional oral and written communication skills;
- Possess superior interpersonal skills, possessing the ability to work well with a diverse group of individuals;
- Have the ability to work a flexible schedule;
- Have self-discipline and time management skills necessary to work independently;
- Be computer literate, including the ability to navigate the internet;
- Be proficient in Microsoft Office, specifically Word and Excel;
- Have regular and consistent computer access, including the ability to work online from a remote location;
- Have reliable transportation;
- Currently be working towards a degree at a university, college, or trade school, in a related field;
- Have at least a Sophomore class standing/ranking, with a minimum 3.0 GPA/4.0 scale;
- This internship is open to all majors; emphasis on Nonprofit Management, Logistics and Operations Management, Event Planning, Project Management, Communications, and Business Administration.

### **Physical Requirements:**

Ability to stand and/or work on a computer for long periods of time; walk up and down stairs multiple times throughout the day; and lift at least 25 pounds.

### **Work Schedule/Time Commitment:**

Flexible, approximately 12-15 hrs/week, with exact days and times to be determined according to your school schedule. Some job duties may be done from home, but regular meetings with the WB Steering Committee Co-Chairs, Women Build Communications Team Leaders, and/or HFHSL will be required.

**Stipend:** This internship is not stipend; however, there is the potential for academic credit.

**Responsible to:** Women Build Steering Committee Co-Chairs, and/or Women Build Communications Team Leaders, HFHSL Marketing/Communications Manager, and HFHSL Volunteer Services Manager

**To apply for this internship,** please send a cover letter and resume to [internships@habitatstl.org](mailto:internships@habitatstl.org).

**Email submissions only! Please NO phone calls!**