

National **Family Planning** & Reproductive Health Association

POSITION DESCRIPTION EVENTS INTERN

Last updated: November 7, 2017
Position Title: Events Intern
Supervisor: Membership and Events Manager
Status: Non-Exempt, Intern

SUMMARY

NFPRHA is seeking energetic, dedicated candidates for an events internship for the Spring 2018 term. NFPRHA staff rely on interns to make substantive and supportive contributions to our work, and this intern will be integral to carrying out responsibilities leading up to and during the association's 2018 National Conference. The Events Intern will receive a diverse range of experience supporting staff, NFPRHA members, and other conference supporters and external stakeholders.

REQUIRED TIME COMMITMENT

The Events Intern will commit 15–20 hours per week during the Spring 2018 semester (January 2018 to May 2018). Start/end dates and working schedule are flexible. The Events Intern will be required to attend the National Conference from March 18–21, 2018 in Washington, DC.

KEY RESPONSIBILITIES

The Events Intern will support the membership and events staff with key responsibilities including, but not limited to, the following:

- Assist with the planning, logistics, and operations leading up to the national conference and annual fundraising event.
- Manage conference speaker logistics.
- Assist with collecting and submitting member continuing education unit certification.
- Solicit donations of tote stuffers from local businesses.
- Support marketing and communications efforts with NFPRHA members, and other conference supporters and external stakeholders.
- Assist in maintaining and creating new systems to manage conference registration.
- Work onsite during national conference and fundraising event.
- Write content for the NFPRHA website.
- Maintain records in database.

SKILLS AND ATTRIBUTES

- Strong commitment to NFPRHA's mission.
- Demonstrated problem-solving skills and ability to adjust strategies and work plans in real time.
- Strong verbal and written communications skills.
- Excellent listening skills and ability to appropriately use information.
- Proven ability to lead projects and work collaboratively.
- Demonstrated ability to meet deadlines and manage changing priorities.
- Innovative thinker who is interested in sharing and implementing new ideas.
- Excellent customer service skills.
- Comfort working with computer software and proficiency in Microsoft Office Suite, especially Excel.
- Preferred but not required: Experience with the Raiser's Edge database (or similar database), Blackbaud Net Community (or similar CRM); knowledge of HTML code helpful.
- Ability and desire to work with people of diverse backgrounds.
- Good sense of humor.

HOW TO APPLY:

Submit a cover letter and resume to Illysa Schrager at ischrager@nfprha.org; please include "Events Internship" in the subject line. Applications will be reviewed as they are received. No phone calls.