



EVENTS MANAGEMENT INTERN

Location: RCF Office (203 East 4th Avenue, Suite 402, Olympia, WA 98501)

Duration: Spring Internships are February-May; Summer Internships are May-August

Compensation: Unpaid internship, students may receive course credit

Training: Orientation and ongoing training will be provided by RCF staff

INTERNSHIP OVERVIEW

Help the Rachel Corrie Foundation organize, promote, and evaluate the numerous educational events we hold and cosponsor each year. The Events Management Intern will work with the Program/Project committee and Program Manager. The ideal intern will have experience or very strong interest in event development and management, outreach, communications, meeting facilitation, working in a committee, and will be available on weekends and evenings for some meetings and functions. See below for a list of possible areas/events you'll be working on. You may also have the opportunity to coordinate one-time events for visiting speakers, delegation report backs, emergency protests etc.

RCF Program areas the internship will support (but not limited to):

- The 10th Anniversary of PeaceWorks, PeaceWorks 2016: "Reflection and (Re)generation: Past and Future Works"
- Olympia Arts Walk (Spring)
- 2016 RCF Sports Initiatives
- Shuruq III: Olympia Arab Festival
- Boycott, Divest, Sanctions (BDS) workshops and activism
- Fundraising & Development Initiatives

MAJOR RESPONSIBILITIES

- Research Event possibilities using criteria and protocols for prioritizing and responding to event options;
- Develop event goals and target audiences;
- Plan, promote, and carryout event logistics and evaluate event outcome;
- Provide support for planning and schedule necessary meetings related to events;
- Develop and design event promotional material including FB event page, flyers, Save the Dates, and programs.

QUALIFICATIONS

- Demonstrated commitment to the RCF mission;
- Desire to work in non-profit setting preferable;
- Excellent written and verbal communication skills;
- Good organizational skills, self-motivated, attention to detail, and the ability to juggle several tasks while meeting deadlines;
- Proficient with Microsoft Office (Publisher), Google Drive, and/or databases.

TO APPLY: Please e-mail your completed Intern Interest Form to info@rachelcorriefoundation.org. Upon review, RCF will then contact you for an interview.