



Special Events Intern

Part time, volunteer position

Department

Development

Reports to

Director of Special Events

Description

Assist the Director of Special Events to support the efforts of annual signature internal fundraising events for Make-A-Wish San Diego.

Duties

- Assist with the planning & organization of annual signature fundraising events,
- Assist with organizing raffles, auctions, & online peer-to-peer fundraising platform content
- Call vendors to research bids & solicit in-kind donations
- Complete auction data-entry using BidPal software to track proper acknowledgement & file auction items appropriately
- Complete event-related mailings in a timely and organized fashion
- Draft engaging content to implement email & social media marketing strategies to increase awareness of Make-A-Wish events in the community
- Support the efforts of external community fundraisers and internal programs, as needed
- Other duties as they arise

Requirements & Expectations

- A commitment of approx. 20-30 hours per week on a consistent schedule
- Enthusiasm for the Make-A-Wish mission and the families we serve
- Willingness to learn and be a part of the Make-A-Wish culture, goals, vision and values
- Strong attention to detail and ability to handle multiple tasks
- Ability to learn systems quickly and independently complete projects in a timely manner
- Familiarity with Microsoft Office applications
- Strong written and oral communication skills
- Savvy online research skills
- Event planning experience a plus
- Fundraising experience a plus
- Experience designing promotional event materials &/or working with Adobe creative suite (InDesign, Photoshop, Illustrator) a plus