



Position Summary:

Long Beach BLAST is seeking a Special Events Intern to help administer and support BLAST's overall work inspiring the youth that need it the most. We are currently seeking a dynamic, self-starter to assist with event planning efforts. This internship is for an individual interested in learning more about nonprofit fundraising and event planning. An internship with BLAST is a way to gain valuable professional work experience and learn a wide range of skills sets. An internship consists of no less than 120 hours spread out over at least twelve weeks or as required by your Internship Program. Initial scheduling is flexible, but it should remain consistent throughout the internship. If chosen, this individual would work closely with BLAST's Operations Manager and Executive Director. (Event Date: Tentatively scheduled for May 15 at 7:30am)

Requirements:

1. Complete supplementary internship application (attached)
2. Schedule an interview with BLAST
3. Attend an internship onboarding meeting and training
4. Commit to 120 or more hours and at least 12 consistent weeks or as required by your internship program
5. Availability between 8:30am and 4:00pm
6. Availability on Event Date: May 15th between 6am - 12pm

Essential Functions:

1. Initiate and support event planning initiatives with Operations Manager
2. Conduct outreach to potential event attendees.
3. Coordinate event logistics and volunteers

Qualifications:

1. Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines
2. Firm grasp of available tools and platforms in the social media space
3. Proven ability to be self-directed and work well in a team
4. Creative, flexible, enthusiastic, and highly motivated
5. Excellent interpersonal, verbal and written communication skills
6. Highly organized with exceptional self-management skills (i.e. time management and prioritizing)

How to Apply: Email your resume, cover letter and the following page completed to: Stephanie@lbblast.org

Other Information: Long Beach BLAST is an equal opportunity employer. For more information about our organization and programs, please visit our website at www.lbblast.org

Thank you for your interest in the Special Events Internship position. To apply for this position, please answer the following questions and submit your application and resume to Stephanie@lbblast.org.

Learning Outcomes: Successful interns will learn how to:

- ✓ Manage and coordinate event logistics (before, during, after)
- ✓ Manage event volunteers
- ✓ Organize an event from start to finish (check in guests, program, event, check out)

Name:

Professor:

Major:

Email:

Phone Number:

Are you interning for class credit: Yes/No

If yes, how many hours do you need:

Availability:

	8:00am-10:00am	10:00am-12:00pm	12:00pm-2:00pm	2:00pm-4:00pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Additional availability:

1. Please explain why you are interested in this position.

2. How do you see this experience fitting into your future academic or professional plans?

3. Why do you love event planning and growing community awareness?

4. What skills and/or experience do you have that make you a good candidate for this internship position?