**Virtual Event Planning & Sponsorship Internship**

StandUp for Kids - Orange County was launched in 2003 with a single focus: to end the cycle of youth homelessness in our community. We work to provide basic needs, housing, mentoring support, care, and love to at-risk and homeless youth ages 12-24.

Website: [www.standupforkids.org/orangecounty](http://www.standupforkids.org/orangecounty)

Number of positions open: 6

This position reports to the **Marketing Coordinator**

* + - This is an unpaid internship.

**Essential Functions:**

Event Planning Interns will work directly with the Marketing Coordinator and Director of Development. They will assist in producing our events that happen year-round. Interns will be trained in event planning & execution of events. Interns will see the A-Z process of event planning and become knowledgeable in the area of event planning.

These essential duties and responsibilities are not intended to be and should not be construed, as an all-inclusive list of responsibilities, skills, or working conditions associated with this position.

* Venue Research and Qualification
* Cold calling to source in kind services
* Send Thank you/Nice Meeting You Cards
* New Vendor Research & qualifi8cation
* Create Floor Plans
* Create event timelines
* Source event volunteer staff
* Source sponsors
* Promote ticket sales
* Miscellaneous Research

**Educational Requirements**
Applicants must currently enrolled in an accredited college/university majoring in **Public Relations, Event Planning or a similar field;** or be a recent graduate who completed their degree in one of the above-mentioned fields.

**Qualifications & Requirements**

* + Intern must be 18+ years of age.
	+ Submit an application, 3 forms of reference, and a copy of a photo ID.
	+ Pass a criminal background check and submit the $18 fee.
	+ Completion of all required orientation and training.
	+ Must maintain regular attendance
	+ Must properly handle and maintain confidential information
	+ Submit hours once a month.
	+ Complete evaluation surveys as requested by staff.
	+ Successfully complete an interview for a position with staff member.
	+ Ability to research information and prepare collateral and other correspondence
* Minimum 8-10 hours per week for 3 - 6 months. Hours can be scheduled in 3- to 8-hour blocks of time during regular business hours (Monday through Friday between 8 a.m. and 5 p.m.). Applicants able to schedule the maximum hours/duration listed for this internship typically gain a more in-depth experience.
* Engaging personality with exceptional communication and presentation skills
* Strong organization skills
* Ability to think outside the box
* Strong skills in Microsoft Office Products

**Benefit to Interns**

Although this is an unpaid internship that does not lead to paid employment or include employee benefits, students or recent graduates are offered an excellent opportunity to:

* + Build resumes and explore career options
	+ Apply academic skills and knowledge to the workplace
	+ Fulfill college/university internship requirements
	+ Network in their fields of interest with professionals who are dedicated to making a positive difference in Orange County
	+ Intern with one of the premier employers in the region

**To apply**

1. Email justines@standupforkids.org with your resume.
2. Complete the following form <https://forms.office.com/Pages/ResponsePage.aspx?id=MlwY0O9QLkKUT8IiEKhaAYjbXIvTy0RPgNdnyBwAFk5UMThPQ1BCRFdaT0NBMUM2RUdIQlo1NFZHVi4u>
3. Complete necessary paperwork
4. Successfully pass background check and submit $18 fee for processing
5. Attend Orientation and Training