



Special Event Internship

JOB DESCRIPTION

Camelot for Children is always developing different community fundraising events. We work to raise awareness of our community throughout the greater Lehigh Valley. Many organizations partner with us and we always welcome new connections.

Responsibilities of the Special Event Intern would include, but are not limited to:

- Help plan major and minor fundraisers
- Help coordinate all event logistics
- Recruit and organize volunteers and committee members
- Secure sponsors
- Developing program materials, such as flyers and brochures
- Help collect auction items if appropriate
- Help create print materials, signage, invitations, save the dates, and other promotional materials
- Promote events in various physical and/or media outlets
- Assist with miscellaneous projects including volunteer management, building community partnerships and various administrative tasks.
- May have an opportunity to develop their own fundraiser from start to finish.

This is a great opportunity for an individual interested in learning more about nonprofit fundraising and event planning. This position offers exciting hands-on experience and the opportunity to gain new skills.

HOURS/DAYS

Most interns work 10-20 hours per week during the year and 30-40 hours during the summer. There are some weekend commitments. There is flexibility. This is an unpaid internship.