



## **Position Description:**

Special Event Intern (part time)

**Organization Mission:** The Pebble Tossers mission is to empower and equip youth to lead through service.

## **Inclusion and Teamwork:**

Pebble Tossers is a small nonprofit with one full-time employee and a board of directors, so interns are not just observers in our organization; they are an integral part of everything we do.

## **Supervisor Accessibility:**

Interns work with the Executive Director and Marketing Manager. The Executive Director hosts staff meetings once a week to bring the team together to discuss weekly goals and accomplishments. Hours expected: 15 – 20 hour per week. We are flexible about office hours and allow interns to do much of their work remotely (as long as they have access to a computer). The Special Events Intern will assist in all aspects of planning, implementation, and on site coordination for major events.

## **Build Life-long Skills:**

At Pebble Tossers, we focus on building skills that you can apply for a lifetime, including: communication, leadership, presentation, project management, resiliency, personal flexibility and technology. Through meaningful work, interns will:

- Learn how to think critically and act logically to solve problems and make decisions
- Use computers, technology, tools and information systems effectively
- Build and work in teams
- Develop leadership skills through taking ownership and responsibility of projects
- Learn how to develop a positive attitude toward change

## **Responsibilities:**

Special Events & Related Projects:

Duties to include: Event location research, writing marketing materials, compiling RSVP lists, collaborating with various vendors, serving as an on-site coordinator at events, and preparing post-event evaluation results and correspondence. Additional items:

- Work with Executive Director to outline special events calendar for 2020/2021 including: Pop-Up Service Projects, Ripple Run, Family Volunteer Day, Community Fair tabling, etc...
- Set up template for managing special event promotion execution
- Assist in the creation and analysis of e-mail campaigns and online promotion related to upcoming special events,
- Data management in setting up system for submitting our events to local influencers,
- Assist in creating Press Releases highlighting special events,

Customer Service:

- Build relationships with nonprofit partners and communicate with them regarding updates to their accounts, volunteer needs and upcoming events
- Assist with Stewardship campaign: write thank-you notes to donors and supporters

## **Qualifications**

- College student or College Graduate student and beyond
- Excellent oral and written communication skills
- Excellent knowledge of social media platforms
- Personal qualities of initiative, organization, completion, self-motivation, reliability, flexibility, curiosity, energy and collaboration
- Ability to work with a range of people and show sensitivity to individual differences
- Prefer challenges that involve communication, are people-oriented, promote networking and socializing, and include roles that call for imagination
- Commitment to the mission of igniting a passion for volunteerism in youth
- Availability to work an occasional evening and weekend as needed

## **What Pebble Tossers is looking for in you:**

- Can-do attitude: Approaches situations with a desire and need to succeed. Will not just accept traditional view of problems.
- Analytically oriented: A desire to see ideas proven rather than accept what is desired.
- Creativity: There is not just one answer to any problem, nor is any failed attempt final.
- Adaptable: Must be able to adapt to an evolving organization, but also remain grounded in a customer-centric mindset.
- Confidence: Has confidence in abilities and is comfortable defending uncomfortable positions, but also accept when/if they are wrong.
- High standards: Should expect and only accept work of the highest caliber.
- Open/honest: Makes the "right" decision and does so without question, and is able to answer questions without fear.

Please email resume, cover letter, writing sample, and social media example to  
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