



Position Description:

Special Event Intern (part time, unpaid)

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, several Independent Contractors 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 twice a week to bring the team together to discuss weekly goals and accomplishments. The Special Events Intern will assist in all aspects of planning, implementation, and on site coordination for major events.

Hours expected: 15 to 20 hours a week. Internships will be mainly virtual, however there will be opportunity to meet in-person and assist with in-person fundraisers as planned.

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 on upcoming special events calendar including: Pop-Up Service Projects, Fundraising events Ripple Run 5K/Nonprofit Expo, Family Volunteer Day, 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,
- Attending Service Projects as Service Leader.

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 Graduate student and beyond
- Experience with event planning, logistics, customer service
- 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.
- 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.

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