

Contact Information

Name: Maritza Martinez

Title: Director of Development

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Map

Link: <http://www.mapquest.com/maps?city=Chicago&state=IL&address=520+N+Marshfield+Ave&zipcode=60622-6731&country=US&latitude=41.891256&longitude=-87.668355&geocode=ADDRESS>

Description

Esperanza Community Services is looking for an *Events Intern* to assist the Development Office. Under the supervision of the Director of Development, the intern will assist with the planning and implementation of three events, the corporate and event sponsorship programs, and reaching out to local neighborhood businesses. The goal of the internship is to assist the agency with increasing the number of guests, sponsorship, and the overall success of each event.

An overview of the tasks:

- Attend event committee meetings.
- Promote the mission of Esperanza to local businesses on Grand Ave, Ashland Avenue, and Chicago Ave, with the goal of increasing their level of participation.
- Assist with the implementation of the marketing plans for the Annual Benefit Dinner, Summerfest and the HungerWalk.
- Assist with soliciting silent and live auction donations.
- Create silent auction bidding sheets and manage the silent auction area the day of the event.
- Promote vendor booth opportunities for the Summerfest. Manage the vendor area the day of the event.
- Help promote the HungerWalk with the goal of increasing the number of participants.
- Assist with the implementation of the Corporate and Sponsorship program.
- Help with pre and post event set- up.

Mission Statement:

Our mission is to provide instruction and services to people with disabilities to reach their fullest potential toward a productive and independent life in the community.

Qualifications and Skills required:

- Experience with planning and hosting events is a plus.
- Knowledge or experience of the nonprofit sector is a must (volunteering / previous employment)
- Basic knowledge of computer and Microsoft Office programs
- Ability to take initiative and work independently
- Excellent communication and writing skills
- Good organization skills
- Interest or familiarity with the special needs population

Requirements

We ask that the intern make a commitment to work 10 to 15 hours per week on Tuesdays, Wednesdays, and Thursdays between 9:00 a.m. and 4:00 p.m from late- January to July 22, 2010.

Application Procedure

No phone calls. Please send resume, cover letter, two writing samples, and submit a separate document with up to 4 paragraphs stating the reasons why this internship is of interest to you, the skills/knowledge you can contribute, and the experience you are seeking to obtain to Maritza Martinez at mmartinez@esperanzacommunity.org by January 29, 2010.