



# Elmbrook Humane Society, Inc.

## INTERNSHIP DESCRIPTION

Title: Event Coordinator Intern

Reports to: Annual Giving and Special Events Manager

Length of Internship: 4-5 months

Hours: Tuesdays and Thursdays, 3-4 hours a day

Unpaid internship

## PURPOSE OF THE INTERNSHIP

To play a key role in supporting EBHS events and marketing programs. To support the EBHS marketing team by aiding with event management, execution, communication, and design. To maintain a commitment to the philosophies and policies of Elmbrook Humane Society (EBHS) in the performance of his/her duties and respect the dignity and basic rights of each animal. To support the mission of EBHS.

## JOB RESPONSIBILITIES

- Assist in ensuring proactive planning, communication, and scheduling for annual events (Paws for a Cause, Wagfest, and Bowl A Thon) and monthly giveback nights
- Assist in the program content development for events, solicit sponsors, create, and coordinate the drafting/distribution of promotional materials, ticket sales
- Assist in managing pre- and on-site registration (tracking via database, generating reports and producing attendee badges) for all events and programs
- Work on planning and executing all marketing activities necessary to ensure successful events
- Participate in planning committee meetings including taking minutes
- Monitor the special events content on the website and social media sites to ensure they are updated
- Secure equipment and rentals as needed, set-up, tear-down, and help coordination of overall event execution
- Assist with donor acknowledgement and guest follow-up

## QUALIFICATIONS

- Organizational skills to manage multiple tasks, attention to detail, and the ability to prioritize in a changing environment and still meet deadlines
- At least two years of secondary education or equivalent work experience
- Dynamic self-starter who takes initiative, highly reliable
- Strong verbal and written communication skills; interpersonal and follow-up skills
- Polished and professional when dealing with members, prospective members, sponsors, and management
- Ability to work independently and as part of a team
- Commitment to EBHS Core Values:
  - Balance and Compassion. Uniting our heads and our hearts to impact relationships and make mindful decisions.
  - Ingenuity. Being innovative, resourceful, and thoughtful in caring for animals and people.
  - Collaborative. Working together to accomplish more.



- Integrity. Doing what is right even when no one is watching and setting the best example when they are.
- Respect. Recognizing the differences of and being kind to all animals and people.
- Computer literate and ability to operate office equipment.
- Valid WI Driver's License.
- Passion for issues relating to animal welfare.
- Able to lift and carry equipment and supplies in excess of 50 pounds.

## WORK ENVIRONMENT

- Physical demands include:
  - lifting and moving animals and cages.
  - frequent movement, including but not limited to standing, walking, stooping, carrying heavy loads, movement of cages, restraining active animals, and operation of motor vehicle.
- Working conditions include:
  - possible exposure to dangerous, diseased, frightened, and injured animals.
  - possible exposure to potentially harmful chemicals and drugs.
  - working with strong cleaning agents on wet surfaces.
  - indoor and outdoor work in all weather conditions.
- Emotional demands include:
  - euthanasia.
  - animal abuse.
  - animal neglect.

*Elmbrook Humane Society is an Equal Opportunity Employer.*