



## Special Events Intern – Spring 2020

*Bring your talents to an organization where you can make an extraordinary community impact*

### **Introduction**

Volunteer Fairfax (VF) is the regional volunteer center serving Fairfax County and the National Capital Region. We serve a population of nearly 1.5 million people and we partner with leading regional public agencies, non-profits and corporations. Established as a private nonprofit in 1974, we have been the heart of volunteerism in the region for 45 years.

Volunteer Fairfax mobilizes people and resources to meet regional community needs. Our mission is to amplify community impact through targeted matching of volunteer resources to community needs in Fairfax County and beyond. We are dedicated to promoting volunteerism to all ages, and carrying the ethic of volunteerism to future generations through our programs and public awareness activities.

### **Schedule and Compensation:**

- This is a **paid** stipend internship; class credit can also be given.
- The hours for the position are negotiable, typically 20 hours a week, but can go up to 40 hours.
- This is a Spring Internship: January – May.

### **Areas of Responsibility:**

#### **Fairfax County Volunteer Service Awards (70%)**

Established in 1993, the Fairfax County Volunteer Service Awards serve as a community-wide celebration of volunteerism. The awards honor individuals, groups and organizations that have given outstanding volunteer service through a broad range of activities and programs. In 2018, more than 430 guests were present to congratulate 10 community champions, 144 nominees and 14 award winners during the breakfast ceremony.

#### **Responsibilities include, but not limited to:**

- Create the PowerPoint presentation used for the Awards ceremony.
- Manage all RSVPs to the ceremony.
- Assist in requesting in-kind donations to be used for the raffle.
- Support the event manager in the coordination of collateral materials including such items as: invitations, event programs, nametags, table assignments, marketing materials, giveaways, etc.
- Assist in the maintenance of database management; documenting participation, attendance, financial support, and special needs.
- Assist the event manager and Communications Manager with media relations and outreach to government officials.

#### **BusinessLink (20%)**

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Volunteer Fairfax works with numerous corporations in the DC Metro Region to help manage large days of service for employee volunteers. This position will support corporate volunteer events as necessary.

Responsibilities include, but not limited to:

- Outreach to nonprofit partners to solicit projects.
- Creating and/or editing project proposals.
- Participation in project site visits.
- Supply procurement and distribution.
- Support day-of coordination at a project site.
- Creating and/or editing final reports.

**Other Program Support (10%)**

- In addition to supporting the Events Team, this position will provide support to all program staff as needed.

Qualifications:

- Creativity is a must!
- Enrolled as an undergraduate junior or senior at a U.S. college or university.
- Detail oriented, flexible, able to juggle multiple tasks and meet firm deadlines.
- Must be a self-starter with the ability to work independently on projects.
- Established ability to work in a team environment—must be a team player!

**How to apply**

Please submit a cover letter explaining why you think this is a match for you and for Volunteer Fairfax, resume to: Mayjean Deem van der Werf, Corporate Services and Events Manager, (mdeem@volunteerfairfax.org). In the subject line of your email, please include "Event Intern 2020 -- **your last name.**" Review of applications will begin immediately and continue until the position is filled.

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