

Job Title: Special Events Intern (College Level)

Department: Special Events/ Fundraising

Location: Meals on Wheels of the Palm Beaches, 333 Southern Blvd. West Palm Beach, FL 33405

Duration: October 1, 2023-November 22, 2023, or October 1, 2023-April 30, 2024

Reports to: Events Director, Maura Sartory

Company Overview: Meals on Wheels of the Palm Beaches (MOWPB) is a non-profit dedicated to nourishing and enriching the lives of homebound seniors by providing fresh food daily with compassion and love. We execute two major events each year, "Pie It Forward" and the "More than a Meal Luncheon and Auction". As a Special Events Intern, you will have the opportunity to gain hands-on experience in the exciting world of event management and learn about a meaningful, community based non-profit organization.

Job Description: MOWPB is seeking a motivated and organized Special Events Intern to join our event management team. This internship offers a unique opportunity to work closely with experienced professionals, learn the ins and outs of event planning and execution, and contribute to the success of a variety of special events in multiple way. The Special Events Intern is responsible for assisting with the planning, coordination, and execution of a variety of special events. This includes tasks such as creating and distributing promotional materials, coordinating logistics between donors, vendors and sponsors, managing database files and producing social media content.

Responsibilities:

1. Event Planning Support:

- Assist in researching event venues, vendors, and suppliers.
- Manage RSVPs and guest lists.
- Follow up with sponsors and donors to confirm event support and ensure benefits are facilitated.
- Coordinate logistics between venues, vendors, donors, and sponsors.
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2. Event Logistics:

- Support event setup and teardown, equipment arrangement.
- Coordinate and assist with event registration, check-in, and guest services.
- Ensure all event materials and supplies are organized and readily available.
- Help manage event inventory and equipment.

3. Marketing and Promotion:

Assist in developing promotional materials and content for events.
Aid in managing event-related social media accounts and online presence.
Aid in updating and managing website content.
Participate in the distribution of marketing collateral and outreach efforts.

4. On-Site Event Support:

- Work closely with the event director to ensure smooth execution.
- Maintain records and supply inventory
- Assist with guest management, VIP services, and attendee inquiries.
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5. Post-Event Evaluation:

- Assist in the development of polls to gather feedback from event attendees and stakeholders.
- Participate in post-event debrief meetings to identify areas for improvement.
- Contribute to the preparation of event recap reports.
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Qualifications:

- Currently enrolled in a relevant undergraduate or graduate program (Hospitality, Event Management, Marketing, Non-Profit etc.).
- Strong organizational and time management skills.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite.
- Proficiency in Facebook and Instagram.
- Ability to work independently and as part of a team.
- Enthusiasm for the event industry and a willingness to learn.
- Flexible schedule, including the ability to work evenings and weekends as needed for events.
- Attention to detail and a proactive problem-solving mindset.
- Previous event planning or related experience is a plus but not required.

Benefits:

- Paid Internship
- Gain valuable hands-on experience in event planning and management.
- Networking opportunities within the local business industry.
- Potential for academic credit (if applicable).
- Opportunity to contribute to the success of exciting events.

Schedule:

- Part-time (20 hours per week)
- Flexible hours, including evenings and weekends as needed

Application Instructions: To apply for the Special Events Intern position, please submit your resume and a cover letter detailing your interest in event management and relevant experience. Additionally, please include your availability and any academic requirements for the internship.

Background Check and Covid-Vaccination Required.

Meals on Wheels of the Palm Beaches is an equal opportunity employer.

We encourage candidates from all backgrounds to apply.

Application Deadline: September 25, 2023