



Special Events/Auction Intern

Jaws Youth Playbook/NFL Alumni Philadelphia–West Deptford, NJ

Job Title: Special Events/Auction Intern

Hours: Approx. 25 Hours / 3 Days a week

Supervisor: Executive Director

When: Spring Internship – March – Mid June

Stipend: \$1500

PRIMARY PURPOSE:

Provide assistance to Executive Director in managing the complex initiatives of events including sponsor events, golf tournaments, auctions, meetings and conferences and more.

The intern will work one-on-one with the manager for each event learning how to plan and execute logistics, fundraising, networking and community engagement. Roles include: sponsorship fulfillment; event implementation oversight; database management, Auction Liaison, marketing and collateral development and management; volunteer coordination; registration and on-site implementation.

Duties: Intern will support the daily operations of the Special Events Department.

- Provide leadership & serve as liaison to vendors, volunteers, contributors and other key stakeholders that participate in various events.
- Provide accurate recordkeeping and database management.
- Assist in the planning, development & execution of all aspects of the events
- Assist in the development of all promotional collateral materials related to the event.
- On-Site Event duties would consist of, but not be limited to: printing materials, interacting with guests at events, running errands, working with vendors, room setup and take down, preparing supplies for events, being present for last minute needs at events etc.
- Perform other duties as assigned.

*This description does not reflect all duties of the position, every day will vary as we are a small non-profit office.

For more information about the JYP, Maxwell Football Club, & NFLA Philadelphia, visit:

www.jawsyouthplaybook.org - Ron Jaworski Celebrity Golf Challenge – June 4-5, 2017

www.philadelphia.nflalumni.org – NFL Alumni Philadelphia Chapter Golf Classic – May 22, 2017

QUALIFICATIONS

- Must be a current undergraduate student or recent graduate
- **Skills:** Good written communications and public presentation skills. Must demonstrate competency in interpersonal skills, prioritizing, time management, planning, and computer skills. Strong customer service and organization skills
- **Abilities:** Demonstrate the ability to manage multiple tasks simultaneously, work independently and/or as a team member. Must demonstrate initiative, self-confidence, persuasiveness, a positive attitude and a drive to achieve.
- Must be able to lift and carry up to 30 lbs.
- Some travel is possible, based on event(s) involved in

HOURS

- Schedule: Minimum of 25 hours per week (flexible on number of days and hours/ day).

TO APPLY:

E-mail resume to: Trish@ronjaworski.com

Subject: JYP Intern*NO PHONE CALLS PLEASE

