

Special Events Planning Intern

Guiding Light Mission is a Christian-based non-profit organization that provides meals to homeless men, women and children in Grand Rapids, as well as providing shelter, rehabilitation and re-entry programs for homeless men.

We are seeking an intern to help coordinate special events and other third-party fundraising initiatives.

The individual must be self-starting, motivated, and have good communication skills. The individual must interact professionally with clients, staff, vendors, and members of the media, as needed. The individual must show good judgment and problem-solving skills.

Strong organizational skills, reporting skills, and communications skills are a must.

This individual may be asked to perform other tasks as part of the Engagement Department team that go beyond the scope of the responsibilities listed below.

Responsibilities

- ◆ Set event timeline & logistics
- ◆ Manage event details with vendors & staff
- ◆ Coordinate the design & distribution of invitations
- ◆ Organize the mailing list & promotional plan for recruiting past & new participants
Determine & implement sponsor recruitment plan
- ◆ Work within a set budget
- ◆ Coordinate all day-of event logistics, including food, beverages, program plans, prizes, volunteers, and misc. needs
- ◆ Track all event details for future reference
- ◆ Help coordinate Third Party Fundraising events, including the Brian Diemer Amerikam 5k Race and the Stomp Out Stigma! Walk for Mental Health. Others may be added.
- ◆ Research, as needed
- ◆ Other Engagement Department project support, as needed

Time commitment 16 hours/week. May include some evenings and weekends, as needed.

Reports to: Jessica Manfrin, Engagement Director

Compensation unpaid; a written letter of recommendation upon favorable completion; access to print materials for portfolio use.

If interested, please provide resume to Jessica Manfrin, jessica@lifeonthestreet.org or 255 S. Division Ave. SE, Grand Rapids, MI 49503.