

SPECIAL EVENTS INTERN - POSITION DESCRIPTION

United Way of Essex and West Hudson

303 Washington Street

Newark, NJ 07102

973.624.8300

About Us:

We are a nonprofit organization whose mission it is to improve people's lives and to strengthen the neighborhoods of Essex County. For more than 80 years, we have brought people together to raise awareness around social issues, develop community resources, invest in research, build public/private partnerships, support non-profit organizations, and help people get ahead, not just get by. We are working to make this region the best place for children and families in the country and that will only be made possible through the work of volunteers and our partnerships with business, government, education, health care, labor, faith groups, non-profit organizations and committed citizens. For more information visit us online at www.unitedwayessex.org.

Description of Position:

The Special Events Intern will help coordinate all activities associated with logistics, third party vendors, event budgets, attendance lists, and production for organizational events. In addition the Intern will assist with administrative aspects of event production for United Way events and major public meetings.

Key Responsibilities:

Responsible for accurate and up-to-date data entry for all event related lists and mailings. Must have the knowledge of Excel spreadsheet formatting and sorting in order to manage event databases and table assignments.

- Mail-merge letters for pre-event and post-event communications with attendees, committee members, and/or event participants.
- Maintain accuracy in producing nametags, tent cards, mailing labels, and other signage appropriate for the events.
- Work with event vendors to manage logistics and ensure accurate delivery of agreed-upon product(s)
- Coordinate with delivery services all event related materials to and from events sites.
- Assist event set-up, registration, provide logistical support, and clean-up on day of event.

Required Abilities:

Excellent attention to detail

Experience with Microsoft Excel, Word and Publisher

Ability to establish priorities, balance demands of multiple projects and meet deadlines

Excellent communication skills

Commitment to excellence and to the mission of the United Way

Event Timetable:

Volunteer Recognition - June

Lend a Helping Hand Week - September

Celebrity Read - January/February

Night of Miracles Gala - May

Feed the Children - March/April
Leadership Recognition - January

For More Information Contact:

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