



## **EVENT & MARKETING INTERNSHIP**

### **UNPAID INTERNSHIP SUMMARY:**

Put to use your energy and passion to become part of a vibrant and arts-based youth organization! Do you love to make a difference in the community you live in? Do you want to help an agency whose mission is to help young people? Are you creative and think outside the box? Then this internship is perfect for you!

Under the direction of the Development Director, the Event & Marketing Intern is responsible for assisting UAY with awareness campaigns, event coordination, external marketing efforts, and donor management.

### **TIME COMMITMENT:**

5-10 hours a week. Flexible hours between 9:00 a.m. to 4:00 p.m. This internship may require irregular evening and weekend work hours to assist with events. Must be able to commit to a three month period throughout the calendar year.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- **Community Awareness Campaigns**
  - Generate excitement and interest for upcoming community projects/events/programs, including the bi-annual Teen Clothing Drives, a Summit for LGBTQIA+ youth, Youth Art Shows & Music Performances at the Youth Center
  - Utilize your skills to increase millennial participation and campus participation
- **Fundraising Events**
  - Assist in planning UAY's Festival of Flowers, a fresh flower show and auction fundraising event to be held in May
- **Marketing**
  - Helps with distribution of marketing materials internally and externally including brochures, flyers, posters, and other marketing materials
  - Assist with creating a social media strategic plan
- **Donor Relations**
  - Seek opportunities to connect with potential donors, assist with the annual appeal campaign, and conduct data entry of incoming donations

### **REQUIRED SKILLS**

Intern must have excellent communication, networking and leadership skills. Experience in sales, marketing or event promotion is preferred. Must have a positive attitude and commitment to help those in need. Having the ability to work independently and manage multiple tasks is also useful.

Contact Mickey Hampton, Development Director at 319.338.7518, or [mickey.hampton@unitedactionforyouth.org](mailto:mickey.hampton@unitedactionforyouth.org) with additional questions.

