



Event Planning Coordinator Intern	
Sustained Outcomes	<ul style="list-style-type: none"> ▪ Some of the most vulnerable children in Cambodia will be given the opportunity to receive quality education, leading to professional careers ▪ Entire families will escape the cycle of poverty
Initial Impact	<ul style="list-style-type: none"> ▪ Students served by the Children's Future Learning Center will be safe, healthy, and in school ▪ Families of students served will improve their health, nutrition, and quality of life
Benefits	<ul style="list-style-type: none"> ▪ Flexibility to determine particular interests regarding internship roles and responsibilities ▪ Access to cutting-edge, ongoing training and collaboration with individuals working on international development in an engaging office environment (Posner Center for International Development) ▪ Opportunities to meet people with similar interests ▪ Work with Executive Director and Director of Operations
Key Responsibilities	<ul style="list-style-type: none"> ▪ Assist in ensuring effective planning, communication, and scheduling of a wide variety of events such as annual events, networking events, special interest group meetings, restaurant fundraisers, happy hours, documentary showings and more ▪ Develop and manage pre- and on-site registrations for all events and programs ▪ Solicit for donated food/drink and auction/raffle items for events when necessary ▪ Work with the Director of Operations to recruit and manage volunteers for events ▪ Help coordinate overall event execution, including securing materials ▪ Attend all fundraising events as an on-site manager ▪ Work with Executive Director and Graphic Design Intern to develop all event marketing collateral ▪ Assist Social Enterprise and Marketing Intern in coordination of volunteers and execution of vending opportunities ▪ Undertake other tasks as needed
Training	<ul style="list-style-type: none"> ▪ Salesforce.com (online donor database) training ▪ Continuous training from the Director of Operations in all areas ▪ Occasional international development trainings at Posner Center
Support	<ul style="list-style-type: none"> ▪ Ongoing support and supervision from Director of Operations
Commitment	<ul style="list-style-type: none"> ▪ January 2017- June 2017 ▪ 15-20 hours per week ▪ Daily schedule is flexible
Qualifications	<ul style="list-style-type: none"> ▪ Bachelor's Degree, or in process, in a related field preferred ▪ Experience planning large events ▪ Ability to multitask and work on a variety of jobs at one time ▪ Excellent organizational and planning skills ▪ Detail-oriented, motivated, and self-directed ▪ A commitment to Children's Future's mission
Application Guidelines	<ul style="list-style-type: none"> ▪ Email cover letter and resume to info@childrensfuture.org by November 28, 2016.
Additional Information	<ul style="list-style-type: none"> ▪ This is an unpaid position that must be completed at the Posner Center in Denver, Colorado. Children's Future will not cover relocation or living costs.