



Title: Events Fellow
Deadline to Apply: 12/20/2016

Overview

Commitment: 10-20 hours per week for 6 months or longer
Flexibility of exact start date and weekly schedule

Location: Posner Center for International Development
1031 33rd Street, Suite 174, Denver, CO 80205

Benefits/Compensation:

This position is unpaid. Here are some of the benefits:

- Significant experience in the operation of an international non-profit with specific skills gained in event planning, fundraising, and outreach;
- Relationships with organization's staff, volunteers, board members, and partners;
- Opportunity to work in fun, small non-profit organization environment;
- **Ability to network with and work alongside staff and volunteers representing over 65 additional non-profit organizations housed at the new, groundbreaking Posner Center for International Development; and**
- Potential for course credit depending on the requirements of your college or university program.

Description

AfricAid is a nonprofit organization that supports girls' education in Africa in order to provide young women with the opportunity to transform their own lives and the futures of their communities. Our thoughtfully crafted and executed programs are empowering the next generation of African women leaders.

AfricAid is seeking an unpaid fellow to assist with event planning and outreach, including AfricAid's major fundraising event, Art & Soul. The Events Fellow will work under the direction of the External Relations and Operations Coordinator. This position will require 10-20 hours per week, with a minimum of 8 hours at the AfricAid office and flexibility to complete the other hours from home or in the office. The Events Fellow will be expected to assist at AfricAid events held during evening and weekend hours, including the Art & Soul Gala on September 24, 2016. The ideal candidate will have a car and valid driver's license to transport small items to events and will be able to commit to a minimum of 6 months with preference given to those able to stay 9-12 months.

Job Duties and Responsibilities:

- Oversee silent auction solicitations for Art & Soul, solicitation letters and phone calls, thank you letters, item pick up, managing storage, photographing, and cataloging for the event.
- Assist with solicitation and management of live auction items and event sponsorships.
- Support staff in day of event activities, including setup, registration, and cleanup.
- Assemble materials (including merchandise) and represent AfricAid at conferences and tabling events. Research new events and fairs for AfricAid to attend.

- Maintain inventory of merchandise and marketing materials and assist in developing brand, materials, language, and design of new merchandising program.
- Collaborate with communications intern and staff to create and carry out marketing and social media campaigns for events.
- Attend AfricAid team monthly meetings and event committee meetings.
- Assist External Relations and Operations Coordinator in all other related tasks.

Required Knowledge, Skills and Abilities:

Ideal candidates will be currently enrolled in or previously completed a bachelor's or graduate degree program with a background or interest in non-profit management, international development, event planning, or fundraising.

Applying for the Position

Send a cover letter and resume highlighting your event planning and management experience to info@afrikaid.com and include your name and Events Fellow in the subject line. Applicants will be reviewed on a rolling basis and top candidates will be contacted for an interview.