



## **JOB TITLE: EVENT MANAGEMENT - INTERN**

### **GENERAL DESCRIPTION**

Bidwell Riverside Center is seeking a creative, organized, motivated person with strong oral and written communication skills to serve as an Event Management Intern. This person will play a vital role in planning, documenting, executing and following up on the various events at Bidwell Riverside Center.

### **POSITION RESPONSIBILITIES**

- Create documentation of all logistical and promotional plans for events, including but not limited to: Bidwell Trivia Night, Empty Bowls Fundraiser, Holiday Toy Pantry, and the Pancake Breakfast Fundraiser.
- Create strategic promotions for each event.
- Aid with on-site logistics surrounding events.
- Perform thorough evaluation after each event.

### **KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS NEEDED**

- Passionate about the issue of poverty
- Comfortable in faith-based settings
- Self-motivated and takes initiative
- High level organization skills
- Non-judgmental
- Reliable and dependable
- Ability to organize and execute events
- Familiarity with Facebook, Twitter, email marketing communications
- Strong verbal, written and interpersonal communication skills

### **DESIREABLE SKILLS**

- Photography and graphic design.
- Project management a plus.

### **MINIMUM REQUIREMENTS**

Current student or recent graduate with a degree in Event Management, Public Relations, Communications, or related field.

### **WORK REQUIREMENTS**

The position is part-time (~10 hrs/week), and 4-5 hours a week must be completed at the office (1203 SE Hartford Ave, Des Moines), and the rest may be completed remotely.

### **TO APPLY**

Email your cover letter and resume to Missy Reams, Volunteer & Program Coordinator, at [mreams@bidwellriverside.org](mailto:mreams@bidwellriverside.org).

### **COMPENSATION**

This is an unpaid internship.

### **ABOUT BIDWELL RIVERSIDE CENTER**

Bidwell Riverside has been serving people in poverty since 1893 and provides services for more than 4,200 individuals each month. Bidwell envisions a future where no one lives in poverty and every person has the opportunity for a positive future. Services include: child development center, food and clothing pantry, community garden (fresh produce), and essential household items program.