

# Development and Events Internship

**Location:** *Waterloo Office*

**Reports to:** Communications and Events Manager

**Status:** Unpaid Internship



## Summary:

The Development and Events Intern will work closely with the Development team to assist with fundraising event support, planning, and execution. They will also support the organization's community engagement efforts.

## What You Will Do:

- Assist with tasks related to fundraising events including but not limited to
  - Draft and organize event press releases, mailing and flyers
  - Purchase materials and supplies necessary to event
  - Tracking of sponsorships, attendees, and partners
  - Auction item coordination and collection
- Attend events to assist with set up, check in/out, auction/ program management, and tear down
- Assist with community engagement efforts to increase community awareness
  - Explore new opportunities for tabling, networking, outreach events
  - Prepare community engagement materials for staff
  - Support tracking and documentation of community engagement efforts
- Utilize and support organization's CRM data input and reporting
- Attend meetings, seminars, and networking/ outreach events on behalf of FOF
- Provide general administrative support to the development team as needed

## Internship Requirements:

- Demonstrate FOF's 5 core values: People First, Discover & Do, Equity and Inclusion, Grit
- Believe in our 10-year vision: Everyone Has a Home
- Respect the confidentiality of clients receiving services through FOF and donors
- Exhibit a belief in non-violence and willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking or other violent crimes and homelessness in a non-discriminating manner
- Ability to pass a criminal background check
- Ability to complete Victim Counselor Training, Empower DB training, Confidentiality, Housing First Trainings

## Internship Qualifications:

- Recommended for students looking to complete a 100-200 hour internship
- Attending college for a degree in Communication, Marketing, Human Services, or another related field
- Ability to complete the required university service hours during normal office hours (M-F 8-4:30)

**For more information or if interested, please email Madison Gaffney, Volunteer Manager, at [madison@fofia.org](mailto:madison@fofia.org) with the subject line "Development and Events Internship".**