



JOB POSTING

Position: **Development Department Intern - Events**

Organization: **Seneca Park Zoo Society**

Date Posted: **February 7, 2017**

Department: **Development**

Direct Supervisor: **Special Events Manager**

FLSA Status: **Intern, unpaid.**

Full-time/Part-time: **Part-time. Flexible schedule March – May. Required days in June 2017 as noted below.**

The Seneca Park Zoo Society seeks a motivated and detail-oriented intern to help with its annual fundraising gala, Zoobilation. This internship will include assisting the Special Events Manager and the Development Team in the months leading up to the event, at the event itself and wrap-up afterwards. Duties include research, data entry in event software, assist with staging for silent and live auctions, design gift certificates, communicate with event vendors, office duties as necessary, help with decorations and event set-up, and assist with overall implementation of event itself.

Applicants should be interested in a career in event management and/or fundraising.

Job duties include:

- Silent Auction Procurement tracking, entry, and follow-up
- Event software data entry
- Review and creation of event resources
- Assist in execution of event tasks
- Work with Special Events Manager on creating solutions for obstacles that may arise
- Sit in on Committee Meetings as schedule permits

Necessary competencies:

- Candidate must be skilled in Microsoft Office Suite (Word, Excel, and PowerPoint).
- Attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Ability to deal with different personalities in various settings.
- Interest in fundraising and event planning.
- Organized and deadline driven.
- Ability to work well under pressure.
- Experience with Greater Giving or comparable event software, a plus.

Additional requirements/restrictions:

- Candidate must be able to assist with set-up before and take-down of the event, including lifting and moving heavy objects.
- Must be available Friday, June 2, Saturday, June 3, and Sunday, June 4.
- Must be at least 21-years old by June 3, 2017.

Interested applicants must submit:

- Current resume/CV
- Desired hours/availability

Submittals must be sent in to volunteers@senecazoo.org with “Events Intern” in the subject line.