



# INTERNSHIP OPPORTUNITY

## EVENTS INTERN

### PURPOSE

GRuB's Events Intern will gain hands-on experience with multiple facets of planning, coordinating, and executing community outreach & fundraising events at an established non-profit organization. Garden-Raised Bounty (commonly known as GRuB) has four major annual community events and a host of smaller and emergent events throughout the year. The Events Intern will work directly with GRuB's Events Coordinator to support successful, joyful GRuB events!

### KEY EDUCATIONAL OPPORTUNITIES

You will gain experience in the following areas:

- Event promotion
- Event registration
- In-kind donation procurement
- Project management
- Volunteer coordination
- Customer relationship management (CRM) database

Events include Carnival (a family-friendly evening outside with games & food), GRuBuation (a graduation celebration for GRuB School youth), farm dinners, open houses, and benefits sponsored by local businesses. As an Events Intern, you will also have the opportunity to be involved with GRuB's single largest annual fundraising event, the Harvest Soirée which takes place in September. This event has 150 paying guests, a live and silent auction, a farm-to-table plated meal, and grossed approximately \$80K last year.

### ADDITIONAL INTERNSHIP BENEFITS

Position is available for college credit and also open to non-students.

There will be opportunities to take part in other aspects of GRuB's programming and organizational culture, as desired, including attending volunteer appreciation events, free trainings on multicultural and collaborative communication tools, taking home fresh produce from the GRuB Farm, and a free t-shirt!

### QUALIFICATIONS

We're looking for someone who's passionate about gaining experience with event management, coordination, and planning. You should have strong collaborative communication skills, excellent follow-through, ability to monitor multiple projects & timelines, awareness of & comfort articulating your capacity and support needs, and the ability to work closely with the Events Coordinator on a variety of projects. A valid drivers' license and access to a vehicle would be handy, but is not required.

### LOCATION

GRuB is located at 2016 Elliott Ave NW on Olympia's west side. It is on the #41 bus line. Some work will be able to be done off-site.

### TIME COMMITMENT

5 to 15 hours per week, depending on intern's availability and educational requirements. Position is available spring, summer and fall with flexibility.

### TO APPLY

Email [Jeanine@goodgrub.org](mailto:Jeanine@goodgrub.org) with a resume & cover letter which speaks to:

- your qualifications for this role
- the experience you're seeking at GRuB
- & a few things you're hungry to learn in the world of event coordination.

Accepting applications until filled!