



**Applications are currently being accepted for an Event Coordinator Internship. Please submit an application by sending a cover letter and resume to Karol Chubb, Development Associate at [kchubb@h4h.org](mailto:kchubb@h4h.org).**

**Reports to:** Development Associate, Special Events  
**Duration:** 4 Months  
**Hours per Week:** Approximately 8 hrs/wk  
**Travel:** Minimum

#### ROLE & RESPONSIBILITIES

- Internship will be from the 3<sup>rd</sup> week of January to the end of May 2018.
- This position will be focused on assisting in planning the Habitat Bid to Build Auction on May 19, 2018. The auction is a 3 hour event with a silent auction, live auction, entertainment, and seated dinner. There are approximately 300 guests and the event has historically raised \$120,000.

#### **Responsibilities include:**

- Largest focus will be on securing and collecting silent auction items. Candidate must be comfortable contacting locations to ask for silent auction donations. Outreach will be made through mailed letters, phone calls, and in person meetings.
- Candidate will be responsible for tracking all silent auction items and recording location follow up and contact information.
- Candidate will be responsible for organizing the silent auction setup and pickup and executing this plan during the auction event.
- Candidate will also assist in Event Planning details and gain knowledge of event planning from beginning to end.
- Will be asked to assist in other event planning details as needed.

#### REQUIRED QUALIFICATIONS

- Intern must be at least 18 years old.
- Candidate must possess a high school diploma or equivalent.
- Candidate must be able to attend the auction on Saturday, May 19, 2018.
- Candidate must have a vehicle and be able to drive and pickup donations during typical business hours. Mileage is reimbursed.
- Candidate must have prior experience in securing donations. Donations may have been cash or in-kind donations.
- Proficient in Microsoft Office Suite, internet, email, social media
- Willing to drive to the Habitat office at 170 Aprill Dr., Ste. A Ann Arbor, MI 48103
- Candidate must have own lap top to use for this work.

#### PREFERRED SKILLS

- Previous experience with event planning preferred.
- Outgoing personality, patient and understanding, ability to adapt quickly to changes
- Well organized and able to manage different tasks
- Responsible with details and follow through.

**Habitat for Humanity of Huron Valley is an Equal Opportunity Employer, and will not discriminate on hiring decisions based on age, disability, gender identity, ethnicity, race, sexual preference, or any other category protected by federal, state, or local law or statute.**