



## **INTERNSHIP OPENING: EVENT COORDINATION**

REPORTS TO: Events & Communications Coordinator

STATUS: Part-Time (8-16 hours/week)

COMPENSATION: Unpaid Intern position, no monetary compensation

LOCATION: Stonewall Alliance Center, Chico, CA

### **JOB SUMMARY:**

The Events Intern works closely with the Events Coordinator to assist in multiple aspects of Stonewall's annual events, which may include Chico Pride, Trans\* Week, Teen Dances, World AIDS Day, Trans\* Day of Remembrance, community art shows, or others. The Events Intern is an integral part of planning, producing and wrap-up, and will have a share of creative power as well as responsibility for the overall success of the event. Their focus is often on documentation, event decor and refreshments, maintaining contact with various types of event participants, data organization, and attracting attendees.

### **ESSENTIAL FUNCTIONS:**

1. Attends weekly event planning meetings, and sits on committees as a lead coordinator;
2. Takes detailed minutes from each meeting, and circulates them to committee members;
3. Works with Events Coordinator and PR Interns to create and circulate marketing materials for events such as fliers, emails, graphics, social media events, etc.;
4. Ensures all contacts, agreements, receipts and notes are documented and stored;
5. Assists in maintaining communication and obtaining/ organizing information associated with one or more of these types of event participants: artists, performers, presenters, DJs, vendors, tabling organizations, attendees, or others;
6. Assists in solicitation and management of in-kind donations and sponsorships;
7. Plays a lead role in the load-in, setup, execution, breakdown, and clean-up of events;
8. Assists with wrap-up coordination including thank-you notes, participant feedback, appreciation parties, and/ or debrief meetings;
9. May participate in choosing, obtaining and managing one or more of the following elements of an event:
  - a. Tabling organizations
  - b. Food, bar, or other vendors
  - c. Decor, signage and ambiance
  - d. Equipment and logistics
  - e. Volunteers and volunteer training

### **QUALIFICATIONS AND EXPERIENCE:**

1. Passion for the Center's mission and work to create a region where LGBT\*Q+ people thrive;
2. Experience leading groups and projects in deadline-driven and fast-paced environments;
3. Highly organized with excellent time and attention management, and ability to work in a wide variety of settings with quickly-changing conditions;
4. Excellent written and verbal communication with capacity to effectively engage a variety of personalities;



5. Experience with the following programs (or similar ones) desired: Google Suite (Forms, Sheets, Drive); MS Excel; Doodle/ When2Meet; Wix or other website builders; Eventbrite or other ticketing systems; Salesforce; SurveyMonkey; Hootsuite, Sendible or similar; Paypal or other payment mechanisms;
6. Collaborative, flexible and open minded;
7. Commitment to work effectively with and serve people of any race, ethnicity, nationality, sexual orientation, gender identity, socio-economic background, housing status, religion, age, English-speaking ability, citizenship or immigration status, and physical or mental abilities in an intersectional environment.

#### REQUIREMENTS:

1. Pursuing a degree/ education in a field related to Event Coordination;
2. Ability to speak/read/write effectively in English is required;
3. Access to reliable transportation is required;
4. Weekly internship must be primarily completed during weekday afternoons, M-F 12-6pm (Stonewall's open hours) at the Stonewall Center. Occasional hours may be obtained outside of these times when the intern is working on a Stonewall event, performing outreach tabling, etc.
5. The person in this position may be asked to sit or stand for extended periods, move objects up to 25 pounds, ascend/descend stairs, operate office equipment, open and close filing cabinets and boxes, take notes, and communicate messages by telephone. The intern should notify their supervisor(s) of any physical limitations which make these tasks difficult or impossible, so that appropriate accommodations can be made.

#### EQUAL OPPORTUNITY:

The Stonewall Alliance of Chico is proud to be an equal opportunity employer:

**People of color, transgender and gender-non-conforming people, persons with disabilities, intersex people, women, and persons who are LGBT\*Q+ are highly encouraged to apply.**

The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability, medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

#### ABOUT THE ORGANIZATION:

Stonewall Alliance is committed to cultivating a safe, open, inclusive environment for all members of the gender and sexual minority and ally community. Stonewall Alliance's goal is to unite, strengthen, and affirm the community through support, resources, education, advocacy, and celebration. Stonewall provides:

- Free, low-cost counseling for all individuals
- Cultural sensitivity training to other organizations, businesses, and schools
- Free support groups that specialize in community issues - such as parents of the LGBT\*Q+ community, trans\* teens, etc.
- Advocacy services including legal name and gender marker changes, gender expression services, and individualized appointments



**STONEWALL**  
ALLIANCE CENTER

**PHONE:** 530-893-3336

**EMAIL:** [center@stonewallchico.org](mailto:center@stonewallchico.org)

**CENTER HOURS:** 12PM-6PM

- Low-cost counseling
- Free and confidential HIV and Hepatitis C testing and counseling
- Events that celebrate diversity

**TO APPLY:**

Go to [stonewallchico.com/internship](http://stonewallchico.com/internship) to fill out our Internship application, which will include an upload of your resume and a cover letter detailing why you'd like to work with Stonewall, what background/ experience/ skills make you a good fit for our organization, and which intern position you are applying for.

For more information or for questions, contact us at 530-893-3336 or [center@stonewallchico.org](mailto:center@stonewallchico.org).