

Aging Care Connections is a non-profit organization which is the connection to the most comprehensive, expert information, programs and services enabling older adults to remain independent and their families to make the best, most informed decisions regarding needed care in their lives. We serve communities in Leyden, Lyons, Norwood Park, Proviso and Riverside Townships.

## **Position: Special Event Intern**

**Description:** Aging Care Connections seeks a dynamic, self-starter to assist with event planning efforts for special events, such as Celebrating Seniors Week and Sports Ball. This is an outstanding opportunity for an individual interested in learning more about nonprofit fundraising and event planning. The internship offers exciting hands-on experience and the opportunity to gain new skills that will be an asset to your professional resume.

## **Responsibilities:**

- Solicit sponsors, create and coordinate the drafting/distribution of promotional materials, sell tickets, manage event staff and volunteers, and cover the logistics of the event.
- Update guest registration, seating information and related data entry.
- Act as a liaison between the organization and vendors including negotiating pricing and pre-selecting options to present to the organization while maintaining budget for the event.
- Manage and implement a plan for securing silent auction items.
- Assist with ensuring the special events content on the ACC website and social media sites are updated.
- Assist with donor acknowledgement and guest follow-up.
- Plan and facilitate planning committee meetings including distributing agenda and taking minutes.

## **Qualifications:**

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably with an interest in non-profit development and event planning
- Previous internship or related experience in fundraising or event planning is a plus
- Must be computer literate, including Internet research experience
- Professional demeanor and outstanding phone etiquette
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines
- Enthusiasm for the mission of Aging Care Connections and the families we serve

**Start Date:** Position open until filled, requires 3 – 6 month commitment.

**Hours:** 8 - 12 hours/week, preferably twice a week in the office. Up to 4 hours can be completed at home.

**Compensation**: This is an Unpaid/Volunteer internship

To Apply: Please a send cover letter and resume to bethv@agingcareconnections.org