

Intern Job Description: Special Event Intern

The COOL Cooperative is a New Orleans based 501(c)(3) nonprofit organization that empowers the youth of New Orleans through mentorship, academic support, and hands-on educational programs in film and entertainment. It is our goal to equip each of our COOL Creators with the skills, knowledge, resources and enthusiasm to lead positive and prosperous lives and for them to inspire others in their communities. We provide a six year long after-school enrichment program currently for seventh and eight graders from low-opportunity environments to enable them to go onto higher learning and into careers in the film industry.

Position:

Special Event Intern

Description:

The COOL Cooperative seeks a dynamic, self-starter to assist with event planning efforts. 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.

Responsibilities:

- Assist in the Solicitation of sponsors, create and coordinate the drafting/distribution of promotional materials, confirm and 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 assisting in 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 insuring that the special events content on the COOL 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/or 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 The COOL Cooperative and the kids we serve

Start Date:

Position open until filled, requires 3 – 6 month commitment.

Hours:

10 – 20 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 send cover letter and resume to markshays@thecoolcooperative.org with the “Internship” in the subject line

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