



**JOB TITLE:** Event Planning Intern

**REPORTS TO:** Program Director, Development Director

**LOCATION:** 315 4<sup>th</sup> St. S. La Crosse, Wisconsin – serving 15 counties.

**SKILLS AND KNOWLEDGE REQUIRED:**

- Accepting students classified as Sophomores, Juniors, and Seniors (preference for Juniors and Seniors).
- Minimum GPA of 2.75.
- Availability to work 12-15 flexible hours per week for the duration of the school semester.
- Must be available to work from our downtown office.
- Strong communication and interpersonal skills.
- Comfortable talking on the phone.
- Must be able to work independently and as part of a small team.
- Organized with an attention to detail.
- Must be self-motivated, flexible, and able to manage multiple priorities.
- Intuitive and idea-driven with the ability to be a self-starter.
- Familiarity with Microsoft Office Suite (Outlook, Excel, PowerPoint, etc.)
- Schedule must be flexible enough to be able to attend occasional evening or weekend events or activities as needed.

**EDUCATION AND WORK EXPERIENCE REQUIRED:**

- A high school diploma or equivalent preferred; currently enrolled in undergraduate or graduate studies preferred. Majors in the Human Service field are preferred, such as Social Work, Psychology, Criminal Justice, Child, and Family Studies, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in planning and facilitating of Big/Little (REACH) events.
- Plan, organize, and market fund development events (annual gala, golf outing, pub crawl, movie nights, etc.).
- Cultivate and foster relationships with businesses and organizations to host, fund, or otherwise support Big/Little events. (Offering free or discounted experiences/products for events and Bigs and Littles during regular outings).
- Assist in planning or organizing other events as necessary.
- Participate in local networking events.
- Assists other BBBS7RR staff as needed and necessary.

The above statements reflect the general duties, responsibilities, and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS may change specific job duties with or without prior notice based on the needs of the organization.



### **EQUAL EMPLOYMENT OPPORTUNITY**

At BBBS we are committed to providing an environment of mutual respect where equal employment opportunities are available to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or disability.