



connections
FOR THE HOMELESS

2121 Dewey Avenue
Evanston, IL 60201
847.475.7070

JOB DESCRIPTION

EVENTS INTERN

Summary of Position:

The Events Intern will work closely with the Events Manager on planning both internal and external Connections for the Homeless events including a staff field day, a memorial service, a lunch and learn fundraiser, and a community block party. The Events Intern will gain experience in community partnerships, vendor management, marketing and promotion, and overall event organization.

Schedule and Compensation:

This summer internship will run from June 5th- August 11th and will require 25 hours per week. Exact schedule to be determined with Events Manager upon hire.

The position will be based out of our Lake Street Church (1450 Chicago Ave, Evanston) location. Some remote work is also possible. Some weekends and evening hours will be required as well.

This is a paid summer internship position.

Specific Duties:

- Manage relationship with vendors including getting quotes for services, processing check requests, and organizing electronic vendor files.
- Work with Communications Coordinator to stay on track with marketing and communications plan for each of the events.
- Assist with marketing of the events, including visiting local businesses to distribute flyers and posters.
- Manage relationships with community partners participating in the Block Party and track their equipment needs and planned activities.
- Assist Events Manager and Volunteer Manager in tracking volunteers for Block Party and assigning Connections staff members to shifts to work during Block Party.
- Assist Events Manager in running the day of event operations for field day (June date to be determined) and Block Party on Saturday, July 29th.

- Adhere to the Code of Conduct and Core Values of Connections for the Homeless.
- Perform other duties as needed.

The following qualifications are requirements for the position:

- High school diploma or equivalent

The following qualifications are highly desirable:

- Microsoft Office Proficiency
- Valid Driver's License
- Access to reliable transportation
- Highly organized
- Attention to detail
- Ability to multi-task
- Experience with special event planning

Other Requirements:

- Must submit to a criminal background check and submit to or provide evidence of a recent test for tuberculosis

Reports to: Events Manager
March 2023