

DETAILED JOB DESCRIPTION

Special Events Intern

ORGANIZATION: Northwest Youth & Family Services **CATEGORY:** Development/Fundraising

ORGANIZATION SUMMARY:

NYFS is a non-profit social service agency working for the northern suburbs since 1976. Each year over 4,000 individuals and families are helped by our programs. Our services include employment programs for at-risk youth, mental health counseling for all ages, senior chore services, community social workers, juvenile delinquency intervention, summer camp and a day treatment program for youth.

SUPERVISOR: Sandi Bahr

LOCATION: Twin Cities Metro

HOURS PER WEEK: Open **DEADLINE:** Open Until Filled

PRIMARY DUTIES AND RESPONSIBILITIES:

This position involves providing administrative assistance in the areas of event planning, promotion and implementation. Duties include assembling and distributing marketing materials and invitations, data entry, research, conducting follow-up calls with participants and making silent auction donation requests.

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

The ideal candidate would be outgoing, self-motivated and able to work with diverse groups of people including volunteers. The candidate should also be proficient in Microsoft Word, Microsoft Excel and internet search protocols. Excellent interpersonal, written, phone and database entry skills are also needed. Ideal candidates will be currently pursuing a BA in non-profit fundraising/management, marketing, special events promotion or other related fields. College credit may be available depending on the requirements of your college or university.

HOW TO APPLY:

Interested applicants should send a cover letter and resume via email or mail to

Northwest Youth & Family Services
Attn: Chris Thorson
3490 Lexington Ave. North
Shoreview, MN 55126
Chris@nyfs.org

No phone calls please.