



220 Herndon Street
San Marcos, TX 78666
P: (512) 392-8300
F: (512) 392-5286
www.haysfoodbank.org

Position Description

Job Title:	Special Events Intern
Reports To:	Development & Special Events Coordinator
Location:	Hays County Food Bank (HCFB) Office
Classification:	Volunteer, unpaid/available for academic credit

Position Summary

The Special Events Intern will work directly with the Development & Special Events Coordinator to observe and assist with various projects surrounding fundraisers and third party fundraisers.

Duties and Responsibilities

- Assisting with onsite event management (event steward) and set up
- Assisting with answering phones and transferring calls to appropriate staff
- If designated, primary point of contact for third party fundraiser, maintaining relationship with donor throughout the fundraising process
- Assisting in onsite event execution to include set up, break down and AV support
- Supporting staff with logistics associated with special events, including assisting with creation of invitation list, all logistics, soliciting sponsors, communicating with venue and vendors
- Soliciting donations and raffle items
- Representing Hays County Food Bank at third party fundraisers
- Conduct community presentations regarding HCFB
- Wear HCFB costumes at special events
- Other duties as assigned

Qualifications

- Be responsible, flexible, hard-working, ethical, and committed to the mission of HCFB
- Ability to work cooperatively with a diverse range of people
- Self-starter
- Excellent critical thinking/problem solving skills
- Excellent verbal and written communication skills
- Community service minded
- Computer proficient (including Microsoft Office, social media platforms, and Google apps)
- Excellent organizational skills
- Ability to speak confidently before a crowd
- Interest in Special Events, Nonprofit Sector, and/or Hospitality Industry

Administration

- Complete online Volunteer Application process.
- Complete Confidential Information & Intellectual Property Agreement.
- Communicate with supervisor regarding attendance, in a timely manner, through email.

- All interns regardless of department should learn about operations and volunteer for a warehouse and a food distribution shift. This will give them a more well rounded view of the food bank's daily operations.
- Interns should attend a speaker bureau training so they are prepared to speak on behalf of the food bank.
- Briefly meet with all Hays County Food Bank Employees to understand their role in the organization.
- If internship is for academic credit it is the responsibility of the intern to ensure that they meet all the requirements, such as hours, for their educational institution.

This position description does not list all the duties of the position. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Hays County Food Bank has the right to revise this position description at any time. The position description is not a contract for employment.

Intern Signature	Date:
	__/__/____
Supervisor Signature	Date:
	__/__/____

INTERNAL USE ONLY

Approved by:	Denise Blok
Date approved:	June 2017
Reviewed:	