



www.newmexicopetsalive.org

Event Coordinator Trainee Internship Description

JOB SUMMARY: The New Mexico Pets Alive (NMPA) Event Coordinator Trainee Internship runs at 6 week intervals. Stipends are provided. Positions require a minimum 20 hr/week commitment with flexible scheduling. Interns learn to create and manage specific projects and events that provide support for NMPA current [programs](#) and other future programming. This position will work closely with the Executive Director and Volunteers, as well as other contractors, future employees and divisions and departments, to ensure overall success of these events.

RESPONSIBILITIES: Learn to create and manage successful events.

Planning for each event includes but is not limited to:

- Recruiting and/or communicating with a volunteer team and helping to ensure event components are coming together on schedule
- Learn to lead regular team meetings and communications
- Learn to manage an Event Plan and other key documents in Google drive
- Learn to oversee expenses and budgets
- Learn to secure event sponsors and entertainment when applicable
- Communicate regularly with all involved regarding email content for email blasts and social media postings
- Learn to create and build contests and incentives around each event to drive fundraising and build messaging
- Learn to research/source/oversee fulfillment plans for fundraising in-kind donations and related incentives and promotions
- Learn to create and coordinate event planning materials as needed
- Learn to close each event successfully
- Work with team members to collaborate on and coordinate post-event reconciliations: ensure that any data captured through events is disseminated to appropriate people/departments; collect results and sort through post-event information, photos, money etc. for recap reports
- Work closely with Executive Director to get approval of exhibitors and sponsors
- Solicit potential sponsors in person, by email and phone
- Other duties as assigned

Skills and Qualifications:

- Bachelor's degree preferred but not required
- Ability to execute each event to meet fundraising goals
- Experience with managing and motivating teams of volunteers or future employees on projects
- Strong communication, multi-tasking and organizational skills
- Excellent attention to detail, problem solving and time management skills

- High level of interpersonal skills to handle sensitive and confidential situations. The ideal person for this job is a team player, personable, professional, positive, energetic, pro-active and uses tact and diplomacy.
- Willingness to work a flexible schedule that may include longer hours near/during event dates
- Ability to work independently sometimes and use judgment within established guidelines
- Excellent computer skills including experience with Microsoft Word, Outlook and Excel. Ability to work efficiently in Google Mail/Calendar/Drive and utilize social media outlets

Physical Requirements:

- Ability to stand and/or walk outside for long hours in various weather conditions (including rain, heat and cold) at events
- Ability to lift 30 lbs.
- Reliable and immediately accessible transportation is required
- In home office/computer set up with high speed internet access
- Cell phone with data plan for sending and receiving calls/media files and text messages

Thank you for your interest in pursuing an internship with NMPA. NMPA is an equal opportunity organization. All qualified applicants will receive consideration for this opportunity without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.

How to apply: Send resume and/or school transcript and cover letter to: mail@newmexicopetsalive.org with Event Coordinator Internship in the subject line.

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