



YMCA of Reading and Berks County

Intern Posting

Title: **Special Event Intern – Healthy Kids Day**

Req #: 17-091

Location: Reading, PA

Status: 16 to 20 hours per week from 11/1/17 to 4/10/2017

POSITION SUMMARY:

Development Intern will assist with the planning and implementation of the YMCA premier event – Healthy Kids Day. The Special Events Intern will work directly with the Director of Development in the coordination, planning, promoting and “day of” support as needed. This person will be key in promoting this new County-wide healthy free kid event to local business’s (for sponsorship), schools and parents.

ESSENTIAL FUNCTIONS:

1. Provide support for the Development Department
2. Assist with planning and implementation of this new county-wide event –Healthy Kids Day, as assigned.
3. Assist with recruiting sponsors, wellness exhibitors, entertainment, food & responsible for written acknowledgement of gifts, and sponsorships.
4. Assist with obtaining donations of cash and in-kind donations for related events. (i.e. healthy food, etc.)
5. Assist with related marketing for special events. (i.e. email campaigns, Facebook posts, Website pages.
6. Work with the Director of Development to arrange corporate meetings to gain sponsorship & schools for participation in event.
7. Assist as needed Day Of Event.
8. Assist in event office/administrative tasks; returning phone calls, requesting donations.
9. Attend Committee Meetings regularly and attend scheduled health fairs, races and community events to promote event.
10. Contact vendors/businesses/race coordinators/event organizers as needed to confirm event logistics. (ex. set up time, hours of event, expected attendance at event)
11. Recruit event volunteers to assist at event.
12. Organize materials and display to take to events
13. Represent the YMCA & Healthy Kids Day at community events
14. Event planning, promotion, and on-site execution

QUALIFICATIONS:

1. High school diploma and minimum of 2 years of college course-work completed with marketing, communications, event planning, public relations or another relevant concentration as a declared major.
2. Proficient with Microsoft Windows, Excel, Access, PowerPoint, Publisher and Word. Experience with WordPress or other relevant web software is preferred.
3. Comfortable with Social media Platforms.
4. The ability to read and comprehend simple instructions, short correspondence, and memos. The ability to write simple correspondence. The ability to effectively present information in one-on-one small group situations.
5. Ability to apply to add, subtract, multiply, and divide
6. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

To apply for this position, please send your resume to: careers@ymca-berkscounty.org and indicate the job title AND Req # of the position in the subject line of the email.

For more information about the Reading and Berks County YMCA please visit our website!

www.ymca-berkscounty.org

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