



DOING THE
MOST GOOD®

The Salvation Army Austin Area Command

Position: Event Intern
Stipend: Unpaid
Dates of Position: Flexible
Time Commitment: 3 month minimum - 15 hours/week minimum
Supervisor: Development Events Associate

Job Purpose:

Assist Development Events Associate with organization and development of The Salvation Army events.

Duties:

- Under the direction of the event coordinator, manage and coordinate before and during events
- Support donor solicitation, recognition and evaluation
- Execute any post event tasks to evaluate success
- Assist in meeting/event planning
- Actively communicate with donors and sponsors as directed
- Generate promotional and informational materials
- Assist in maintaining event calendars, timetables and budgets
- Miscellaneous tasks for the Development Department

Skills:

- Thorough computer aptitude and knowledge
- Experience with Microsoft Word, Excel, Power Point
- Be able to identify how you can add value to evolving situations
- Ambitious and willing to work hard and stay on task
- Excel whether working individually or in teams
- Creative and innovative thinker
- Developed organizational skills
- Ability to manage multiple tasks at one time
- Willingness and desire to learn new skills and take on new challenges
- Ability to present a positive and professional image of The Salvation Army.

Please submit your cover letter and resume as one PDF document to:
Cat Mattingly at AustinDevelopment@uss.salvationarmy.org