

# LW EVENTS

## Event Planning internship with LW Events

### About LW Events:

LW Events focuses on helping non-profits make their events more effective through a 4-part process of strategy, planning, execution, and follow-up. We've worked inside non-profits, planning events, for over 18 years, so we have a unique perspective when it comes to event planning.

### Job description:

LW Events is a small, woman-owned business, and we're working to grow our team to meet the needs of our clients. The Event Planning intern would wear many hats in support of the CEO, and lead Event Coordinator, and the needs can change week to week. We're looking for someone who can work independently and hold him/herself accountable for tasks as assigned. This is a great opportunity for someone who wants to learn more about event planning from a seasoned CEO, get on-site event execution experience, and learn more about nonprofit development strategy. Responsibilities include, but are not limited to:

- Managing client information to ensure contracts are saved to drive, invoices go out, and potential client information is tracked.
- Adding new contacts to Squarespace email list.
- Researching different aspects of projects for clients – creating cost comparisons for caterers, AV, venues, online event or fundraising platforms, etc.
- Outreach to secure auction and raffle items, as needed.
- Providing on-site event support, as available
- Run event-related errands for CEO, as needed (pick-up supplies, etc.)
- Other duties as assigned

### Job requirements:

- Intern must respond to email requests within 24 hours and track progress for each task on a shared document
- Intern must be able to multi-task and meet assigned deadlines
- Intern must be able to work independently and accomplish tasks as assigned
- Willingness to dive-in and learn new kinds of technology as needed
- Minimum 3-month commitment
- Must be available to attend evening events to provide on-site support
- Must provide your own transportation to and from events

Time commitment: 5-10 hours/week (flexible with your schedule).

Small stipend available in lieu of college credit, as needed.

Please send cover letter and resume to [riley@lweventsbus.com](mailto:riley@lweventsbus.com)