



JOB TITLE Event Intern
REPORTS TO Events and Development Manager
FSLA STATUS N/A
LOCATION Boulder, CO

SUMMARY OF POSITION

The Event Intern will be supervised by Attention Homes' Events and Development Manager. We are seeking someone who is proficient with computer data entry and comfortable learning online platforms. The Event Intern is an integral contributor to the success of our 2 largest fundraisers: Sleep Out (November) and The Gala (May), which each raise hundreds of thousands of dollars to benefit youth experiencing homelessness.

RESPONSIBILITIES

- This is an unpaid internship at 8-10 hours per week.
- Assist Development and Events Manager with ticket purchasing and registration leading up to event.
- Manage and update the ticket site.
- Assist with décor and item assembly leading up to event.
- Solicit for and coordinate pick-up of auction items when needed.
- Attend venue walk-throughs.
- Attend the main event (outside of normal hours) you are helping prepare for.
- Assist with the overall execution of event where needed.
- Manage post-event follow ups and thank you's.
- Maintain appropriate professional boundaries.
- Accept and act upon feedback from team members and supervisor(s).
- Attend any external trainings as needed and seek out external trainings to promote your own, and the agencies' development
- Ability to work remotely and in person when required.

TO APPLY

Email resume and cover letter to: mshirley@attentionhomes.org

ABOUT ATTENTION HOMES

Attention Homes is a safe resource for youth in crisis by providing shelter, structure, and access to crucial services so that homeless and displaced youth can become stable, independent members of our community and achieve their potential. Established in 1966 by a group of thoughtful and concerned community members who believed that what young people needed was 'attention, not detention', today our organization has evolved to servicing over 8,200 youth ages 12-24. Presently, we operate a Runaway and Homeless Shelter including street outreach, a day drop-in center and overnight emergency shelter, a Residential Child Care Facility for youth requiring out of home placements, and a 40 unit Permanent Supportive A. We are a not-for-profit organization, registered as a 501(c)3. For more information, visit www.attentionhomes.org.

Last updated: November 17th, 2020