



## Event Coordinator Internship

The Event Coordinator Intern serves as the “right hand” to the Volunteer Manager. This position provides support to the department by interfacing with parade contingents, volunteers, and constituents, performing general clerical duties, and coordinating event logistics. The Volunteer Coordination Intern is likely to work 10-15 hours a week or more. . Please send your resume and cover letter to [careers@sdpride.org](mailto:careers@sdpride.org).

### Duties and Responsibilities:

- Assists with parade and festival coordination and logistics
- Performs office duties including managing and maintaining spreadsheets
- Interfaces with parade contingents and festival volunteers to collect and confirm information
- Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution
- Prepares responses to correspondence containing routine inquiries
- Inventories and orders materials as needed to meet volunteer needs
- Acts as a liaison between parade contingents, volunteers, program staff, managers of other units within the organization, representatives of other organizations, clients, service recipients, elected/appointed officials, and the public
- Assists with volunteer management and the facilitation of parade and festival set-up and break down
- Must have a flexible schedule and be willing to work some nights and weekends depending on events including Pride weekend

### Education and Qualifications:

- Currently enrolled in an undergraduate degree program at an accredited university
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent verbal and written skills
- Highly organized, detailed-oriented, self-motivated, diligent, flexible, and personable
- Possesses the ability to expedite and follow-up on assigned tasks
- Possesses a high level of discretion, confidentiality, and tact
- Ability to multitask