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futurewise.org



Events and Communications Intern Job Announcement

About Futurewise

For 28 years, Futurewise has worked to protect the natural environment by encouraging a sustainable and equitable built environment in Washington State. With the state's Growth Management Act (GMA) as a lens, we use policy development, advocacy, community engagement, data analysis and legal tools to protect farms, forests and water resources, and encourage livable cities through affordable housing, access to transit, and green infrastructure. To achieve these outcomes, our staff of planners, scientists, lawyers, educators and organizers work with every level of government, within every geographic scale, together with hundreds of local organizations and activists to advance community-based solutions to land-use and environmental challenges.

Position Summary

Futurewise seeks an Events and Communications Intern to support our spring 2019 Livable Communities Awards and Luncheon, taking place on **Tuesday, March 19 at the Westin Seattle**. The internship will run from January 2019 through the end of March 2019.

This internship requires a motivated and detail-oriented person, interested in event-specific, fundraising, and communications. This role is mainly focused on event planning, logistics and execution. However, Futurewise is interested in adding a communications staff person to our team and is seeking intern candidates who may be interested in and qualified for transitioning into that role should funding be available.

Job Functions

Event Planning/Logistics/Coordination (80%):

- Assist with the development of all event-related promotional materials including invitations, programs, signage, (collecting logos, photos, bios etc)
- Oversee administration, coordination and oversight of event/venue set-up and strike, catering, equipment arrangements (including audio-visual, permits, parking)
- Manage event database and event registration;
- Execute invitation mailings and e-blasts
- Track RSVPs, process payments, and generate acknowledgement letters
- Update sponsorship materials, track sponsor logos;
- Recruit and manage volunteers;
- Generate materials related to registration/check-in (guest list, name tags);
- Provide day of and on-site logistics including event registration and troubleshooting;
- Coordinate the preparation of all post-event correspondence including thank you notes to sponsors, attendees, donors, volunteers and committee members.

Communications (20%)

While this function will be primarily handled by other staff positions, the Events and Communications intern will support:



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- Production of E-newsletters;
 - Content development and updates for website and social media;
 - Development of collateral or promotional materials; and,
 - Management of contract services for graphic and other communications services.

Qualifications

This is a small development department in a small and nimble organization, and it is critical that the Events and Communications Intern be willing to jump in, learn quickly and go the extra mile. Since development tasks are highly integrated, this person must be both versatile and flexible, able to work well under pressure and maintain attention to detail.

Desired Qualifications:

- Excellent oral and written communication skills;
- Experience managing multiple projects and deadlines simultaneously;
- Database management and reporting skills;
- Experience managing social media accounts;
- Proficiency in Adobe InDesign;
- Experience in graphic design.

Project Location and Salary

This position is based in Seattle, WA. This position will be compensated at a rate of \$15/hr. Work hour expectations are anticipated to be 10-20 hours per week from our office in downtown Seattle. Flexibility is available during normal work hours (9 am – 6 pm). However, the intern must be prepared and available to increase their hours to 25-30 hours per week for the two weeks prior and the week following the event - including working the day of the event, March 19.

How to Apply

Position is open until filled; first consideration will be given to applications received by November 16, 2018. Interested candidates should send a cover letter and resume in PDF format to jobs@futurewise.org. At least one reference should also be included with application and/or at the time candidates are chosen for an interview. Please make the subject of your email “(Last Name) – FW Events and Communications Intern” and address the cover letter to Hiring Manager. Please label any submitted materials, including the cover letter, resume, and references with your last name. *NO PHONE CALLS PLEASE.*

Futurewise is an Equal Opportunity Employer that values diversity in all areas of its operations. We are committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presence of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.

