



Job Description: Event Coordination Intern

Vickery Trading Company equips refugee women for long-term success through vocational training, personal development and fair wages. We're a non-profit social business that manufactures a children's clothing line in the heart of Dallas. Fun and relevant events are critical to engaging with our customers and donors. We are looking for an outgoing and organized candidate to assist with event management.

Reporting to the President, the Event Coordination Intern will plan and implement events for the company. They will work with the store manager, as well as marketing and social media teams to ensure successful events.

Responsibilities

- Proactively plan, communicate and schedule a wide variety of events including shopping events, community engagement events and fundraisers
- Assist in the program content development for events, solicit sponsors, create and coordinate the drafting/distribution of promotional materials, sell tickets
- Assist in managing any necessary registration for all events and programs
- Work with Marketing Team to plan and execute all marketing activities necessary to ensure successful events
- Secure equipment and rentals as needed, set-up, tear-down, and help coordination of overall event execution
- Assist with donor acknowledgement and guest follow-up

Qualifications

- Organizational skills to manage multiple tasks, attention to detail, and the ability to prioritize in a changing environment and still meet deadlines
- Dynamic self-starter who takes initiative, highly reliable
- Strong verbal and written communication skills; interpersonal and follow-up skills
- Proactive problem prevention and issue resolution leadership ability
- Polished and professional when dealing with donors and customer
- Ability to work independently and as part of a team
- Personal qualities of integrity, credibility, and dedication to the mission of VTC
- Must have reliable transportation

Start Date: 1 Position open available, Sep 9-Nov 22, 2019 commitment

Hours: 10-15 hours/week; minimum 2 days per week; location will vary, some evenings and weekends involved

Compensation: This is an Unpaid/Volunteer internship, but happy to provide a reference for experience

To Apply: Please send cover letter and resume to info@vickerytrading.org