



Special Events Planning Intern

The Autism Society of Northern Virginia is currently seeking a Special Events Planning Intern to assist with the planning of the 2017 Arts for Autism Runway Show & Gala.

The Special Events Planning Intern will assist the Managing Director with aspects of fundraising, events management, event promotion, and more. The ideal candidate will be interested in event planning, nonprofit management & operations, fundraising, or the fashion industry.

Duties include but are not limited to:

- Assisting with the logistics of the gala
- Coordinating with vendors
- Being the point of contact for event inquiries
- Conducting outreach to potential sponsors, attendees, and supporters
- Processing and acknowledging donations made to the gala
- Tracking & entering data, such as donations and contacts
- Preparing event materials
- Drafting social media posts, flyers, and other marketing materials
- Other duties as assigned

Work will be done on-site at our Oakton office (public transit accessible), at events, and through telework. Interns should expect to work 15 hours per week.

Applications will be considered on a rolling basis with priority review to those applications received by May 10, 2017. The ideal candidate will be available in both summer and fall for a 6-month internship, June 1st-December 1st. Candidates who are available for the entire internship period will receive priority consideration. Applicants should clearly state their availability in their cover letter. This is a paid internship at \$10 per hour; course credit available also available.

Knowledge of or experience with Crowdrise, Wufoo, or G Suite considered a plus. Intern must be comfortable interfacing with new software and eager to acquire new skills if needed. Advanced working knowledge of social media or experience with graphic design also considered a plus.

ASNV values diversity. People of color, women, LGBTQIA+, and disabled individuals are especially encouraged to apply.

To apply, please email a resume and a cover letter that explains why you are interested in this internship to director@asnv.org with the subject line "Special Events Planning Intern".