



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 2018 Arts for Autism Runway Show & Gala.

The Special Events Planning Intern will assist with fundraising, event management, event promotion, and more. The ideal candidate will be interested in event planning, nonprofit management & operations, or fundraising and possess very good interpersonal and communication skills.

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, 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 February 21, 2018. The ideal candidate will be available immediately and be available through November 16, 2018. Shorter term internships are also available. Applicants should clearly state their availability in their cover letter. This is a paid internship at \$10 per hour.

ASNV values diversity. People of color, women, LGBTQIA+, and disabled individuals are 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".