



Prevent Blindness Wisconsin

Events Intern

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Preferred Start Date: February 1, 2021

Hours: 7-12 hours per week

Job Overview: As the Events Intern you will be joining the Prevent Blindness Wisconsin Development Team to help reach fundraising goals and gain hands-on experience in many areas of nonprofit fundraising including: event planning, event management software, and more.

Our Mission: Founded in 1958, Prevent Blindness Wisconsin improves the lives of children, adults, and families through early detection of eye conditions to prevent blindness and preserves sight. On-going vision screening activities and state-wide public health education lead to a lifetime of healthy vision.

Potential Tasks Include:

1. Support annual special events including: Celebrity Waiters Dinner, Golf Outing, and Walk
 - a. Manage Raffle/Auction: solicit donations, maintain tracking spreadsheet, create item descriptions, signs, and certificates as needed
 - b. Sponsor Recognition: create sponsor signs for event, update event website with sponsors, recognize sponsors through social media posts
 - c. Prepare social media postings and promote events on social media and through e-blasts
 - d. Update attendee information as necessary in donor database and event software
2. Other job duties as assigned

Qualifications:

- Excellent written, oral and interpersonal communication skills
- Well-organized, detail-oriented, and creative
- Proficient with Microsoft Office and social media platforms
- HTML experience desirable
- Some college education in a Communications, Nonprofit, Events or related field preferred

To Apply: Email a cover letter and resume to Breanna@pbwi.org. Preference given to applications received by Monday, January 25.