



Volunteer Job Description

Job title:

Event Planning Intern

Job category:

Fundraising & Marketing

Job qualifications:

The ideal candidate should have a background in event planning. The candidate should have a genuine interest in education, STEM, technology, and workforce development.

Any combination of educational and work experience that would be equivalent to the stated minimum requirements would qualify for consideration of this position.

KNOWLEDGE, SKILLS AND ABILITIES

- Attention to detail is extremely important for this position.
- Excellent written, oral, and interpersonal communication skills. In particular, the ability to understand and organize detailed information and to write about or talk extemporaneously on that information.
- Proficient computer skills in Microsoft Word, Publisher, Access and Excel.
- General knowledge of database management and ability to do data entry concisely.
- General knowledge of nonprofit organizational practices.
- A professional demeanor with an aptitude for analytical thinking and problem solving.
- Responsible, well organized, and demonstrates initiative.
- Ability to work under pressure with tight deadlines.
- Ability to synthesize information and write concisely.
- Ability to work independently and collaboratively.
- Must have excellent customer service skills.

A candidate should have a valid California driver's license.

Job description:

Unpaid Internship: This is an exciting volunteer opportunity for someone who is interested in planning events for nonprofit organizations. Volunteers in this position will support the organization in planning four summits in the coming year, as well as an annual "Innovation in Education Awards" event.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Key responsibilities may include:

- Assist staff with logistical coordination for events
- Support sponsorship recruitment process for events



- Support solicitation of in-kind donations for events
- Prospect research on individuals and corporations
- Assist with data entry related to event
- Clerical event and fundraising administrative support, such as acknowledgement letter production
- Customer service excellence in response to donors' inquiries
- Make appreciation phone calls to donors
- Assistance with other administrative duties as assigned not limited to filing and office organization

Additional Info:

Since 1997, the Classroom of the Future Foundation (CFF) has engaged business, community, and educational leaders to create innovative learning environments in San Diego County K-12 public schools. CFF works to advance its mission by ensuring that San Diego students are prepared to thrive in a competitive global society.

To Apply:

Email your resume to James Wright at james@classroomofthefuture.org.