



## **POSITION**

Events Intern (part-time, non-exempt, temporary)

## **WHO ARE WE?**

Denver Public Schools Foundation believes our city is strengthened by every student who graduates ready to lead a successful life. As the strategic fundraising partner to DPS, we work alongside district leaders and educators to advocate for the highest impact investments and galvanize the philanthropic and community support necessary to ensure *Every Child Succeeds*. We strive to live by our [Core Values](#) and see them as a commitment to ourselves, to DPS, and to the students and families we have promised to serve. For additional information about our organization, please visit [www.dpsfoundation.org](http://www.dpsfoundation.org).

## **WHO ARE WE LOOKING FOR?**

We are seeking an individual who is excited and eager to learn aspects of events and communications while gaining skills in relationship building, volunteer management, communications, and business operations at a thriving nonprofit organization. No previous experience required; merely a drive and willingness to jump in and learn! We are looking for an individual with a proven ability to prioritize, organize, and manage multiple tasks simultaneously, and is able to work independently and collaboratively and adapt to changing priorities.

The Events Intern will help in key areas of communications/marketing and general office support. This position will average 10 hours per week with an increased number of hours around events. We request a commitment through June 30, 2022. While flexible hours and days are available, there will be occasions where certain days and times are required. This position reports to the Communications & Events Manager.

## **WHAT WOULD YOU BE DOING?**

Primary responsibilities include, but are not limited to, the following:

- Research new and innovative event activations and outreach opportunities
- Perform office support responsibilities on various projects
- Help support marketing efforts around events including drafting emails and social media posts
- Assist with vendor research, outreach, contracting, and final payments
- Serve as an ambassador at events including speaking engagements, resource fairs, and sporting events
- Analyze post-event success through consistent measurable metrics
- Assist with event design projects and website content management
- Assist with donor outreach and stewardship events as needed
- Support event program including identifying speakers and collateral creation as needed
- Support volunteer management for events as needed
- Assist with invoice processing and expense reports
- Support event strategy including brainstorming and planning
- Assist with additional specific projects, as needed and as assigned

## **WHAT QUALIFICATIONS AND SKILLS ARE WE LOOKING FOR?**

The successful candidate should possess the following:

- An interest in events, communications, marketing, and/or nonprofit work (degree seeking students may qualify for work study/college credit)
- Strong customer service skills



- Reliable transportation required to transport a high quantity of student made vases and event supplies in support of in-person events
- Ability to lift at least 30 pounds on an occasional basis including bending low and reaching overhead
- Strong interpersonal skills and ability to interact with others in a professional manner as a representative of DPS Foundation
- Self-motivated, team player, highly organized, able to prioritize, and must be detail-oriented
- Professional demeanor with strong ethical standards; maintain discretion with confidential information about donors or potential donors
- Internet proficiency; experience with Facebook, Instagram, Twitter, LinkedIn, and/or website content management required
- Experience with Microsoft Office programs (Outlook, Word, Excel, and PowerPoint) and Google Suite programs (Docs, Sheets, and Slides) required
- Ability to work on multiple projects simultaneously both as a team member and individually
- Experience in Adobe Creative Suite (InDesign, Lightroom, Rush, Illustrator, and Photoshop) preferred
- Flexibility to work remotely and in an open-office environment, depending on circumstances, as well as at onsite events; occasional evening and weekend hours during events, as needed
- *Due to a recent public health order issued by the Denver Department of Public Health and Environment, DPS is requiring all people accessing its buildings to be fully vaccinated by September 30, 2021, unless a medical or religious exemption exists*

### **WHY WOULD YOU CHOOSE US?**

This position is an opportunity to join an exceptional team to start, grow, or hone your event and communications skills, while working at one of the most respected nonprofit organizations in Denver. We have a flexible, supportive work environment and strive to work with our [Core Values](#) at the forefront of what we do. We value each team member and are excited to hear different perspectives and ideas. We offer a competitive hourly salary of \$15.

### **HOW TO APPLY TO JOIN THE TEAM**

By September 3, 2021, please send a resume and cover letter telling us about you and why this job would be a good fit for you to [jobs@dpsfoundation.org](mailto:jobs@dpsfoundation.org). To ensure your submission is considered, please include Events Intern in the subject line. No telephone inquiries, please. Position is open for immediate hire and with an anticipated start date of September 27, 2021.

### **COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING**

In alignment with our [Core Values](#), DPS Foundation is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, and belonging. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent our team members invest in their work represents a significant part of not only our culture, but our reputation and organization's achievement as well. We embrace and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make individuals unique. DPS Foundation encourages all qualified candidates to apply. All employment is decided on the basis of job related factors such as qualifications, merit, and business need.