



## **Engagement & Special Events Assistant - Fall 2022 Internship**

### **The Opportunity:**

The **Engagement & Special Events Assistant** will support the Development team in planning and executing fall fundraising and marketing campaigns and events. This intern will report to the *Donor Engagement Manager*. Our commitment is to deepen the intern's first-hand experience with several aspects of fundraising and nonprofit administration and to provide the opportunity for this intern to take a leadership role in planning one of our annual special events.

### **Responsibilities:**

#### *Events & Fundraising:*

- Coordinate with event speakers, participants, volunteers, and fundraisers and solicit and acknowledge sponsorships and in-kind donations.
- Assist with direct mailing of appeals and acknowledgements to the GVP community.
- Capture stakeholder information in Salesforce and run reports to track and analyze constituent relations and data quality.

#### *General Nonprofit Support:*

- Cover the front desk during scheduled shifts, greeting visitors and answering questions.
- Contribute to a culture that values community, collaboration, and lifelong learning.
- Other duties as assigned.

### **Qualifications:**

- Passion for empowering and educating refugee young women who face structural barriers to their education.
- Proficiency working with multilingual, multicultural communities and a personal commitment to the principles of diversity, equity, and inclusion.
- A team player and self-starter who will take ownership of a project and initiate tasks.
- Meticulous, with a close attention to detail and the ability to self-monitor for mistakes, troubleshoot, and closely follow a process.
- Flexible with a self-motivated and proactive commitment to ongoing learning and improvement, both as an individual and as part of a whole staff team.
- Comfortable with computers and common technology applications.
- Clear and efficient communicator able to relate to multiple stakeholder groups.
- Must be 18 years old or older to apply.

### **Preferred Qualifications:**

- Experience working with refugees or in any multicultural environment
- Experience with Salesforce CRM
- Experience with Google Suite, Microsoft Office Suite, and Apple products



- Experience planning events, managing and analyzing data, and/or fundraising
- Experience communicating out to external stakeholders on behalf of an organization

**Job Type:** Part-time Internship

This internship may qualify for work study or workforce development funding from Agnes Scott College. If no other funding is available, the **Engagement & Special Events Assistant** will receive a \$500 stipend upon completion of the internship. College credit can be arranged. GVP provides the opportunity to work within a vibrant community dedicated to teaching and learning, social justice, and service. We are located in downtown Decatur, across the street from the Decatur MARTA station. The position requires a criminal background check.

Internship timeframe is from August 1, 2022 to December 16, 2022, with flexibility on start and end dates as well as the possibility of extension into a second semester, which will include an additional \$500 stipend. 8-12 hours per week Monday to Friday between 9AM and 5PM will be split between on-site and remote work as needed based on a schedule established at the beginning of the semester. Occasionally this intern may be asked to attend events outside of stated hours. This intern should plan to be onsite to support the Global Village Welcome Walk on November 5, 2022.

**About Global Village Project:**

As the only school in the U.S. for refugee girls, Global Village Project removes the barriers to refugee girls' learning and amplifies their voices as creative young leaders. GVP's full day academic program serves 40-50 refugee young women from Clarkston, Georgia, and students pay no tuition. A model for innovative, equitable refugee education, GVP builds on our students' existing strengths to support them in becoming highly successful students and empowered citizens.

*GVP is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, social class, marital status, national origin, disability, gender, or sexual orientation. We are committed to fostering a culture of inclusion and encourage individuals with diverse backgrounds and experiences to apply. We especially encourage applications from women, people of color, and those with refugee and immigrant backgrounds who are excited about contributing to our mission.*

Interested candidates should email a resume to Kate at [khibbert@globalvillageproject.org](mailto:khibbert@globalvillageproject.org) with **Engagement & Special Events Assistant** in the subject line. Resumes can also be mailed to Global Village Project c/o Kate Hibbert, P.O. Box 1548, Decatur, GA 30031. Applications will be reviewed as they are received until the position is filled.