



The International Center | Catalyst for a global Indiana

International Citizen of the Year Event Planning Intern

Position Summary:

The selected intern will work as a direct assistant to the Vice President of Marketing and Development and will be involved in the complete process of planning the International Citizen of the Year (ICY) Event.

Responsibilities:

- Assist Project Manager to formulate a plan of action for the event that includes goals and timeline.
- Provide input for regularly scheduled organizing committee meeting agendas.
- Take notes at committee meetings and prepare meeting minutes.
- Work with Development Manager to create, manage and maintain database of invitation lists, RSVPs and other key event date.
- Assist with logistics related to design and production of collateral materials including save the date, invitations, signage, program, etc.
- Work with Communications staff to promote the event through various media outlets and social media.
- Work with Project Manager, designated internal staff and event committee to determine volunteer needs; assist with recruitment of volunteers to staff the event.
- Onsite coordination on the day of the event.
- Other duties as assigned.

Preferred Qualifications:

- Excellent writing skills
- Effective at balancing multiple priorities
- Strong organizational skills
- Ability to work independently and collaboratively with staff members, board members and volunteers
- Proficiency in Windows-based PC environment (Microsoft Office, database, Internet)
- Excellent interpersonal skills

Position Timeline and Projected Work Hours

This position will begin early-to-mid May and will end upon completion of the required hours. The International Center's office hours are 8:30 a.m. – 5:00 p.m. Monday through Friday. Work hours average 15-20 hours per week and a flexible work schedule is available. A minimum of 250 total hours are required for the internship.

How to Apply

To apply, please send your resume, cover letter and a writing sample to internships@internationalcenter.org. The internship is unpaid. Parking stipend is available.