

INTERNSHIP ANNOUNCEMENT

COLLEGE of
CHARLESTON

ALUMNI ASSOCIATION

August 1, 2017

Department: Alumni Affairs

Position: Events Intern

Supervisor: Laney T. Friedman, Assistant Director, Alumni Events

Term of position: Fall semester, start date negotiable, 15 hours per week minimum, may include some nights and weekends around Alumni Association events

Benefits: This internship will provide excellent preparation for entry level positions in event planning and/or management. Gain valuable experience in successfully planning and executing a variety of events, including, but not limited to Fall Alumni Weekend, featuring the Alumni Awards Gala, and Spring Alumni Weekend, featuring A Charleston Affair. Tasks and responsibilities will include but not be limited to the following:

- Developing various aspects of events, including marketing, invitations, menus, seating, floorplans, nametags, etc.;
- Establishing and managing event budgets;
- Coordinating with campus departments and outside vendors;
- Reserving event space;
- Learning event protocol and etiquette;
- Assisting with volunteers and sponsors;
- Assisting with Fall Alumni Weekend events, Nov. 17-19, and
- Other duties as assigned.

Qualifications:

- Must be current CofC undergraduate student enrolled for Fall semester.
- Must be able to type 35 words per minute accurately and possess strong skills with Microsoft Excel and Word.
- Must possess strong written, verbal, and interpersonal communication skills and the ability to effectively research and report on findings.
- Familiarity with Blackbaud Raiser's Edge is a plus, although the candidate selected will receive training for this product.
- Must be dependable and display a positive, professional demeanor with staff, alumni, students, and others.

To apply: Send a cover letter and résumé to Laney Friedman, Assistant Director, Events, Alumni Affairs, at cltalber1@cofc.edu. Applications will be accepted until the internship is filled. No phone calls, please.

About the Alumni Association: Founded in 1888, the College of Charleston Alumni Association represents more than 82,000 former students located across the country and around the world. The purpose of the Association is to promote the welfare of the College of Charleston. The Association is managed by the Office of Alumni Affairs at the College of Charleston.