



**BOYS & GIRLS CLUBS  
OF METROWEST**

## **Event Manager Internship Fall 2019**

### **Overview:**

The Boys & Girls Clubs of MetroWest (BGCMMW) is looking for a dependable and proactive Event Manager Intern who is interested in gaining experience in a nonprofit development office. This position will be a part-time (approximately 10 hours/week) internship for fall 2019.

The mission of the Boys & Girls Clubs of MetroWest (BGCMMW) is to provide social, educational, physical, and cultural programming for the boys and girls of the MetroWest area. The intent of our programs is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. BGCMMW is one of the largest Boys & Girls Club organizations in the Commonwealth of Massachusetts and serves the communities surrounding Marlborough, Hudson, and Framingham. Every year, BGCMMW provides youth development programs to more than 3,200 at-risk children and teens.

### **Responsibilities:**

The Event Manager intern will be responsible for managing our **Festival of Trees and Craft Fair** event on **December 7 & 8, 2019**. This position will be in charge of recruiting and following up with potential vendors and sponsors, as well as coordinating all event logistics. The event will be held on December 7 and 8 at our Hudson Clubhouse, with set up happening on December 6. Attendance at the event is preferred, but not mandatory.

This position will report to the Director of Resource Development and will work closely with the Marketing and Events Manager. Tasks will include:

- Researching and prospecting potential vendors and sponsors
- Drafting all event related communications
- Contacting and following up with potential vendors and sponsors via email and phone calls
- Managing all event logistics and timelines
- Other duties as assigned (which may include supporting our annual auction & gala on October 24)

### **Skills:**

- Must be comfortable making phone calls and emailing new prospects
- Ability to prioritize projects and tasks
- Must be able to work on a team and independently
- Knowledge and proficiency in internet research, Word, Publisher, Excel and Outlook
- Excellent written and verbal communication skills
- Must be organized and detail-oriented

### **Requirements:**

- Reliable transportation to our Marlborough location
- Must pass a CORI and SORI background check (completed by BGCMMW)

\*Work schedule is flexible based on availability.

\*All for-credit internships must be approved by the academic department prior to acceptance.

Please send cover letter and resumes to [events@bgcmetrowest.org](mailto:events@bgcmetrowest.org). Contact Laura May at 508-485-4912 ext. 208 with any questions.