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Internship Opening: Events Intern

Do you love planning and coordinating events?

Does the thought of reaching out to local businesses and green companies to ask for donations excite (and not scare) you?

Do you think films are a powerful way to engage, educate, and inspire?

Are you interested in gaining experience working in the nonprofit field, and/or grassroots environmental movement?

If you answered yes to any of these questions — then come work for the Rose Foundation as our Events Intern! You will gain invaluable skills and direct hands-on experience in nonprofit event planning; raise the profile of the Rose Foundation's community empowerment and conservation initiatives; and support grassroots projects and leaders tackling the most pressing environmental and social justice issues in California and across the country. Every year, we host a Film Fest to celebrate grassroots activism for communities and the environment and raise funds for our work. This year, our 2020 Film Fest will be held in downtown Oakland in September; our event planning starts early in the year, so this event will be the main focus of the internship. We will match your specific internship tasks and projects with your skills, background, and interests to create a meaningful and engaging experience.

About the Rose Foundation for Communities and the Environment

For over 25 years, the Rose Foundation has supported grassroots initiatives that inspire community action to protect the environment, community health, and people's rights. Our community-based grantmaking approach has earned national recognition for building grassroots power for conservation and social justice causes, and our *New Voices Are Rising* youth leadership program trains Oakland high school students to step forward as the next generation of environmental justice leaders.

The Team

The Rose Foundation Development and Communications Team works closely on event planning and fundraising campaigns for the organization as a whole, our grantmaking initiatives, and our *New Voices Are Rising* program. These campaigns and events elevate our impact, share grantee stories from across the country, and tell the story of local Oakland

youth leaders stepping up for environmental justice and climate resilience. We hire and work closely with an Event Coordinator throughout the planning process and, as we get closer to the date, it's an all-hands-on-deck effort between staff, board, and volunteers.

About You (Events Intern)

You are passionate about grassroots action at the intersections of conservation, environmental justice, and social justice. You will assist the Development and Communications Team at the Rose Foundation and have the opportunity to work on projects as part of a small, dynamic team. This position is a great fit for anyone interested in a nonprofit career and wanting to learn more about how nonprofits raise funds to further their mission and programming; develop partnerships with sponsors and donors; and share impact stories. The Events Intern will take on one of two tracks: **Sponsorship and Donations** or **Film Selection**. Depending on the track, you either have a background or sincere interest in film as a medium for storytelling and engaging audiences; or you have a sincere interest in building relationships with local businesses and green companies and want to help us seize all of the opportunities for support that are on the table. In either case, you are detail-oriented and care about accuracy in writing and data.

Potential Event Internship Projects Include:

- Sponsorship and Donations Track
 - Outreach to partners and organizations to commit to sponsorship or in-kind donations for our upcoming 2020 Film Fest
 - Keeping organized records of work - mostly through cataloguing outreach updates in spreadsheets
- Film Selection Track
 - Researching incredible films to screen at our upcoming 2020 Film Fest that align with our values: fostering stewardship, building community, and demanding justice
 - Outreach to filmmakers to acquire permissions and high quality files to screen films at our upcoming 2020 Film Fest
 - Keeping organized records of work - mostly through cataloguing outreach updates and film research in spreadsheets

Required Experience and Skills

- Excellent interpersonal skills, desire to work in a close-knit team
- Strong attention to detail
- Highly organized and committed to meeting deadlines
- Interest in diving into projects and learning new things
- Ability to 'walk the line' between taking direction and working independently
- Enthusiasm for our mission
- Experience with the Google Suite and Microsoft Office Suite (Word and Excel)

Desired Experience and Skills

- Event planning experience
- Passion for films

Salary, Hours, & Benefits

The Events Intern is a 3-month position, classified as part-time, temporary, and non-exempt; with an hourly rate of \$15.50 per hour. Expected work is 8-10 hours per week. Specific work days and hours will be agreed upon with the supervisor, generally within the hours of Monday - Friday, 9am - 5pm. Occasional evening or weekend hours may be requested related to the Film Fest or other events. As per the Rose Foundation's Personnel Handbook, no benefits are associated with this position except those required by law. School credit may be available, depending on the requirements of your college or university. Start date is dependent on the intern's availability and an agreed date with the supervisor.

Supervisor

The Events Intern reports to the Communications Associate. The intern will also work with other team members depending on the task or project at hand.

Location

The Rose Foundation is an equal opportunity employer that embraces diversity. Our office is in a commuter-friendly location five blocks from Lake Merritt BART; located near Jack London Amtrak, AC Transit including the 72R, 12, and Broadway Free Shuttle, and Oakland's network of bike lanes.

How to apply

If interested, please send your cover letter and resume in an email with the subject line "Spring 2020 Events Intern" to akardener@rosefdn.org. Please also include how you learned about this internship opening. The email and cover letter should be addressed to Aviva Kardener, Rose Foundation Communications Associate. Applications will be reviewed on a rolling basis.