



Freedom 4/24 seeks to prevent and end sexual exploitation and trafficking locally and globally. We raise awareness, provide prevention education, and expand the restoration work of our partners.

**Job Title:** Event Administration Internship

**Reports To:** Freedom 4/24 Staff

**Date:** Spring/Summer/Fall Internship

### **SUMMARY**

To serve as the Event Administration Intern with the aim of primarily supporting the event coordinator with tasks related to Run 4 Their Lives 5K race, Freedom Gala, and other Freedom 4/24 events.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assist the Event Coordinator in solicitation and collection of in-kind donations.
2. Assist with correspondence for all Freedom 4/24 events including our largest event of the year, the Freedom Gala in Sept/Oct
3. Assist in requesting/receiving event supplies from headquarters to local venues.
4. Assist in creating communication to promote event i.e. rough drafts of social media posts, emails, press releases, etc.
5. Aid in developing and facilitating fundraising ideas to support event efforts.
6. Act as event liaison to local organizations/entities
7. Assist in pre-event and day-of event facilitation
8. Other duties as assigned by the Freedom 4/24 staff.
9. Assist the Event Coordinator in supporting the local California team with the Glendora R4TL event
10. Assist in creating and editing materials for the upcoming race season (website, folders, etc)

### **SUPERVISORY RESPONSIBILITIES**

This internship does not require any supervisory responsibilities. Freedom 4/24 Event Administration Intern will report to the Freedom 4/24 Event Coordinator as site supervisor and representative of the organization.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must be self motivated and have the ability to problem solve and to seek out creative solutions independently but also understand that program development requires community effort.

### **EDUCATION and/or EXPERIENCE**

Completed at least two years of fulltime studies at a university or equivalent institution towards the completion of a degree in business, communications, non-profit management, or similar areas of study.

Experience in nonprofit work is desired but not required; however, it is essential to have the understanding that working in the nonprofit world means being flexible and willing to serve in varying capacities.