

4-H Event Planning Internship (9/27/2023)

Title: 4-H Event Planning Intern

Roles and Responsibilities: Tompkins County 4-H and Cornell Cooperative Extension is seeking an enthusiastic and detail-oriented Event Planning Intern to assist in the coordination and execution of our annual Duck Race fundraiser. This internship offers a unique opportunity to gain hands-on experience in event planning, marketing, and fundraising while supporting the meaningful cause of local youth development programs. The successful candidate will work closely with our team to ensure the event's success and help make a positive impact on the community. Your primary responsibilities will include, but are not limited to:

1. **Event Coordination:** Assist in all aspects of event planning, including logistics, scheduling, vendor coordination, and volunteer management.
2. **Marketing and Promotions:** Collaborate on marketing strategies, including social media campaigns, email marketing, and promotional materials to maximize event attendance and donor engagement.
3. **Fundraising Support:** Assist in the development and execution of fundraising strategies, including donor outreach, sponsorship acquisition, and online fundraising campaigns.
4. **Participant Engagement:** Engage with participants, donors, and volunteers to provide information, answer questions, and ensure a positive experience.
5. **Event Day Support:** Provide on-site support during the Duck Race event, including setup, registration, and various event-day tasks.
6. **Post-Event Evaluation:** Assist in evaluating the event's effectiveness, gather feedback, and contribute to the development of post-event reports.

Qualifications:

To be eligible for the Event Planning Internship, candidates should meet the following qualifications:

- Enrollment in or recent graduation from an accredited university or college program with a major in Event Management, Hospitality Management, Marketing, Communications, Nonprofit Management, Business Administration, or related field.
- A genuine interest in positive youth development and a commitment to supporting the mission of Tompkins County 4-H and Cornell Cooperative Extension.
- Excellent written and verbal communication skills, including the ability to interact professionally with donors, participants, and volunteers.
- Strong organizational and time management skills with the ability to manage multiple tasks and meet deadlines in a busy office environment.
- A collaborative and proactive attitude with the ability to work effectively in a team environment.
- Exceptional attention to detail, especially in event planning and data management.
- Proficiency in Microsoft Office Suite and familiarity with social media platforms. Experience with event management software or graphic design tools is a plus.

Minimum Salary: Volunteer or Work Study (willing to accept applicants who receive or are seeking independent grant funding)

Hours/Benefits: Position is part-time (15 hours/week)

Duration: Six months

Inquiries: Questions in advance of application should be directed to Jess Wright by phone at 607-272-2292 or email jw2744@cornell.edu.

Application: Individuals interested in this position should apply on-line. A link to the full position description and application process is available at: ccetompkins.org/jobs. The posting will remain open until we have a suitable pool of candidates.

Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.

Cornell Cooperative Extension of Tompkins County
Education Center
615 Willow Avenue, Ithaca, NY 14850
Phone: 607-272-2292 / Fax: 607-272-7088
Email: tompkins@cornell.edu
Web: www.ccetompkins.org

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