EVENT PLANNING INTERNSHIP AT THE RIEKES CENTER

The Riekes Center for Human Enhancement (located in Menlo Park, CA) is seeking an Events Intern for the Spring 2017 semester.

The Riekes Center for Human Enhancement is a 501 c 3 educational organization dedicated to providing the best possible opportunity to help students define and accomplish their individual goals in athletic fitness, creative arts and nature awareness. The Riekes Center works with students of all ages, ethnicities, mental and physical capabilities and socio economic backgrounds. The Riekes Center has over 50,000 alumni ranging from professional sports players and Olympic and Paralympic medalists, to professional musicians and Emmy award winning film-makers, and more, and has received congressional acclaim for our programs for disabled veterans. Learn more about the Riekes Center at www.riekes.org.

JOB DESCRIPTION

The events intern will assist the Development Director and the Rally Committee in planning and execution of a major fundraising event on April 29th, 2017. Intern will have key responsibilities leading and managing the following aspects of the event:

- -Logistical coordination of student performers
- -Volunteer recruitment and management
- -Catering/Food coordination
- -Fundraising and solicitation of in-kind donations
- -Collateral design and print

This is a great opportunity for someone interested in a career in event planning to gain valuable experience working with an esteemed nonprofit in the heart of Silicon Valley. The ideal candidate is an overachiever, perfectionist, and is eager to get their hands dirty in the event planning, or fundraising world! There is opportunity for a continued career at the Riekes Center directly following the internship.

HOURS/SCHEDULE

Minimum 20 hours/week. Specific days and times are flexible.

SALARY

This is an paid internship ($15/hr), and internship hours can count towards mandatory hospitality program hours, if approved by the University.

ADDITIONAL BENEFITS

At the Riekes Center, we encourage our staff to accomplish personal goals along with their professional goals. The events intern will be invited to participate in all aspects of the Riekes Center including (but not limited to) training with elite athletic fitness coaches, working with the Paralympic Sports Club and veterans program, taking music, film, or art lessons, or exploring the Santa Cruz mountains with the Nature Awareness Department, or serving as a mentor in the community service program.

CONTACT

Interested candidates should send a brief email and resume to Laura Stein, Director of People Operations & Outreach, at lstein@riekes.org. **Applications will be accepted through February 1st.**