



Intern Position Description

Event Planning Intern

Internship Location	2031 Lowery Road, Morganton, GA 30560
Position Grade	3 ; background check includes Criminal Background and Social Security Number Verification
Focus of the Internship	Intern will gain experience in event management and fundraising practices at a nonprofit chimpanzee sanctuary. The intern will also complete an independent project that can meet the requirements of the intern's academic institution (if applicable).
Learning Opportunities	<ul style="list-style-type: none"> ● Learn the event management and regional fundraising practices of a national non-profit by participating in event planning, fundraising and execution ● Knowledge of Project Chimps' mission and values ● Learn how to effectively communicate a nonprofit's mission to existing and prospective donors and stakeholders through event communications ● Learn how to use donor and volunteer management systems ● Develop relationship building and retention skills through ongoing contact with sponsors and volunteers ● Exposure to the operations of a chimpanzee sanctuary ● Attend and participate in monthly event committee and communications committee meetings
Orientation/Training	<ul style="list-style-type: none"> ● Orientation will be scheduled the first day of the internship and includes the following: history and tour of Project Chimps, description of rules, safety protocols, chimpanzee behavior, and chimpanzee care protocols. Intern should attend the orientation wearing closed, rubber-soled shoes. ● Intern will be given a manual and will be trained on the particular aspects of their role. ● Intern will receive online training via CollaborNation. Once an intern finishes the required courses, they retain access to the full library of online courses.
Intern Responsibilities	<ul style="list-style-type: none"> ● Assist with construction and maintenance of event milestones, deadlines, and run-of-show ● Coordinate event registration and promotion with Marketing Department ● Research potential sponsors ● Assist in securing event sponsors and in-kind donations ● Track solicitations and donations in Classy and Salesforce program databases ● Use Volgistics volunteer management system to recruit, track and manage event volunteers ● Encourage event participation through donor employee engagement

	<p>programs</p> <ul style="list-style-type: none"> ● Communicate regularly with Event Coordinator, event sponsors and participants ● Coordinate with Communications Department for optimal press exposure ● Follow Project Chimps volunteer and photo release protocols ● Evaluate event success in after action report ● Represent Project Chimps at community events as directed ● Participate in daily staff morning briefings ● Resident interns complete a weekly shift cleaning and tending to the intern residence ● Attend weekly meetings with supervisor ● Identify and develop an independent project (for example, a run of show manual and SOPs for the events the intern focuses on). The project can meet the requirements of the intern's academic institution; present completed project in a written format and/or PowerPoint at a staff meeting at the end of the internship term.
<p>Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)</p>	<ul style="list-style-type: none"> ● Physical difficulty is Level 4; event work may be up to a level 4 in physical difficulty, requiring physical strength and mobility; must be able to complete a moderate hike on gravel roads in all weather ● Mental difficulty is Level 4; can be a fast paced and high stress environment on the final countdown to any large event; independent project work requires critical thinking skills ● Emotional difficulty is Level 2; intern will be around chimpanzees that are retired from biomedical research
<p>Expected Environmental Conditions</p>	<p>Office environment and outdoor event space in rugged and rural conditions; events take place rain or shine around our 236-acre property.</p>
<p>Qualifications/Requirements for Intern Applicants</p>	<ul style="list-style-type: none"> ● Must be at least 18 years old ● Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation ● Interested in non-profit management and/or event planning ● Proficient with Microsoft Office, including Outlook, Word, Publisher, PowerPoint ● Comfortable with public speaking, in large and small group settings ● Willing to make cold calls ● Excellent oral and written communication skills
<p>Restrictions</p>	<ul style="list-style-type: none"> ● Must arrive on time for shifts. ● Must wear closed, rubber-soled shoes. Intern shirts will be provided by Project Chimps and a dress code must be followed at all times. ● Must learn and follow all guidelines and policies of Project Chimps and follow directions given by staff. ● Candidates must submit the required paperwork and pass a background check before being assigned. At least two letters of recommendation must be submitted with the application form when applying for an internship. Copies of any academic requirements should also be submitted. International interns are solely responsible for obtaining any required visas. ● Should have access to a computer and ability to login into an online volunteer communication site to receive updates ● Current TB test, Flu shot, Tetanus, Hepatitis A, and Hepatitis B shots required, unless you are medically exempt.

Internship Start Date	Flexible
Internship Time Commitment	32 hours per week for 12 weeks, flexible upon request
Internship Scheduling Guidelines	Schedule is flexible, although more hours will be required during the weeks leading up to one of the major events. While start and end dates are flexible, the intern should expect to complete their internship 2-3 weeks after the major event to allow for follow-up to guests, sponsors, volunteers.
Tools/Equipment Provided (including Personal Protective Equipment)	All necessary equipment will be provided.
Optional Tools/Equipment	Interns are encouraged to bring their own laptops.
Supervisor(s)	Ali Crumpacker, Executive Director, Project Chimps: 706.374.3675 x201; acrumpacker@projectchimps.org
Additional Mentor(s)	n/a
Number of Concurrent Internship Openings	2
Additional Information	<ul style="list-style-type: none"> ● Events include the following: <ul style="list-style-type: none"> ○ Chimps Rock (April) ○ Discovery Days Spring (May) ○ Discovery Days Fall (September) ○ Chimp or Treat (October) ● Intern may have the opportunity to attend outside events in the vicinity for networking purposes. ● This is an unpaid position. On-site housing may be available for interns committing to at least 32 hours per week and will be discussed after receipt of the initial application; please note your interest in housing accommodations in your cover letter. Housing is co-ed, and has two bedrooms, kitchen, living room, and is equipped with internet. Food must be provided by the intern if staying on-site. Parking is available for interns with vehicles. The property and house are non-smoking. Staff or volunteers will provide interns with weekly trips into town for grocery shopping. ● Interns will have no physical contact with the chimpanzees.
Updated	1.17.2019