

# Events Intern



## Job Description

The Events Internship with Denver Institute for Faith & Work (DIFW) is a for-credit (if desired) internship opportunity open to undergraduate/graduate students, people working part-time, or those who are in job transitions.

The internship serves as an introduction to event and program management in the nonprofit sector. Interns are also invited to learn from the Denver Institute team through optional attendance at staff meetings and other professional development opportunities.

### **Overview:**

Interns work alongside Events Director Joanna Meyer to plan and execute 6-8 events during the 2019/2020 event year. In addition to researching topics, organizing logistics, and meeting with the DIFW team, on event day they assume leadership over one of three areas: hospitality, guest services, and production (AV/speaker prep/etc.).

Interns will work 3-8 hours/week depending on availability and event schedule and must have their own transportation.

## Functional Areas

- Event management
- Organizational development
- Nonprofit leadership

## Specific Responsibilities

- Events
  - Assist with venue selection and evaluation.
  - Research and present content related to event themes and audiences.
  - Develop event promotional materials (blog posts/social content highlighting sponsors and participants)
  - Assist in the production of event materials (programs, signage, etc.).
  - Assist with event logistics, hospitality, and guest services.
  - Coordinate and coach volunteers.
  - Coordinate post-event email follow-up and assessment.
- Organization
  - As schedule permits, attend weekly staff meetings and participate in staff development activities.

## Learned Skills

- Event management and promotion
- Nonprofit communications management
- Applied theology related to faith, work, and culture

## Qualifications

- Ability to work some evenings and weekends to support organizational events (a detailed schedule will be provided during the interview process to confirm availability)
- Outstanding communication skills, both spoken and written
- Excellent project management skills
- Strong attention to detail
- Ability to manage multiple tasks simultaneously
- Commitment to work as a team and coach volunteers
- Strategic thinker who can articulate new ways to think about our work or solve problems
- Some physical lifting involved (moving boxes and sound equipment, setting up tables and chairs on event day, etc.)
- Agree with DIFW's statement of faith, the [Nicene Creed](#)

## Application Schedule and Instructions

- Submit a cover letter and resume to [joanna.meyer@denverinstitute.org](mailto:joanna.meyer@denverinstitute.org)
  - Cover letter should address your interest in the position, relevant experience (can include coursework), and an explanation of your faith background.
  - Resume should broadly highlight relevant responsibilities and qualifications.

## About Denver Institute for Faith & Work

Denver Institute for Faith & Work (DIFW) is a nonprofit based in Denver, Colo. that provides theological education on work, calling, and culture. We are an educational nonprofit dedicated to forming men and women to serve God, neighbor, and society through their work. Our mission is accomplished through four program areas: the church partnership initiative, public events & forums, media & educational resources, and emerging leader fellowships. We provide spiritual formation resources and Christian liberal arts education for business leaders, doctors, engineers, pastors, lawyers and other professionals in the day-to-day challenges of their careers.