



Special Event Planning Intern

Description: HomeAid's purpose is to end homelessness. Orange County is one of the wealthiest counties in the United States with over 3 million in residence, yet 13,000 individuals experience homelessness each year. With the specific objective of ending homelessness, HomeAid Orange County's three unique focus areas of advocacy, development of shelters and service allow the community to engage in this critical issue that affects thousands in the community.

The Special Event Planning intern will be responsible for the following tasks:

1. Assist with planning HomeAid's annual fundraising gala, Doorways for Hope to include letter writing, mailings, vendor management, attending meetings, etc.
2. Coordinate third party fundraising events (i.e. fundraisers conducted by external businesses or volunteers) from beginning to end and serve as HomeAid representative at the event.
3. Other related duties as assigned.

Requirements:

1. Must be in school with a Business, Marketing, Communications, Liberal Studies major
2. Must be hardworking, self-motivated, creative, and resourceful
3. Must be highly organized and detail oriented
4. Computer proficient, especially in Microsoft Word, and Excel
5. Effective verbal and written communication skills

Term: Minimum 3 months commitment requested.

Hours: 10-30 hours, flexible scheduling, office hours range from 8:30am to 5pm, Monday through Friday.

Compensation: Monthly stipend of \$500 for expenses, school credit and letter of recommendation.

How to apply:

This position is available with HomeAid Orange County. Applications and resumes are accepted via email. Please direct all inquiries and applications to Anita R. Lambert at anita@homeaidoc.org. Please title subject as Internship Application – Special Events Intern.