



Voices for Children, Inc. is a non-profit organization dedicated to the welfare of the abused and neglected children of the Brazos Valley. Voices for Children recruits and trains community members to become Court Appointed Special Advocate (CASA) volunteers. CASAs advocate for a child or sibling group through the child welfare system until the child or siblings can be placed in a safe, permanent, and nurturing home. They serve as a link between the child and the court system to ensure that the child is not lost in the cracks of the larger foster care system.

Position: Events and Outreach Intern

Description: Voices for Children seeks an intern to assist with event planning and execution efforts. This position provides an excellent opportunity to gain hands-on experience in various aspects of event management, including volunteer and vendor coordination, event marketing, communication, and design while working for a well known community based nonprofit.

Responsibilities:

- Assist in the planning and preparation of fundraising campaigns
- Update website with events and current sponsorship information
- Attend all development events and assist from set up to tear down
- Conduct vendor research and assist in selection
- Shadow venue walk throughs, vendor and committee meetings
- Commit to seeing assigned event through from planning phase to recap

Qualifications:

- Be an effective communicator, both written and oral;
- Ability to prioritize, multitask and meet deadlines;
- Good organizational skills
- Prior experience in event planning
- Completed or working toward a college degree, preferably in RPTS, Marketing, or a related field
- Able to work independently and identify more effective methods of work operation

Hours: 15-20 hours a week. Work schedule is flexible between 8:30 AM - 5:00 PM Monday-Friday with some evening and weekend hours.

Compensation: This is an unpaid volunteer internship.

To Apply: Please send a resume and three references to Lindsey Woods, Events and Outreach Manager, to lwoods@vfcbrasos.org