

# Event Planning Intern Job Description

**Title:** Event Planning Intern

**Accountable To:** Experience Pastor

**Time Commitment:** 15 Hours Per Week

## The Win

As an intern in our ministry, we need you to support a wide variety of operations within a specific ministry. You win when you are hungry to learn, humble in attitude, and an exceptionally hard-working team member.

## One Sentence Job Description

Support a wide variety of operations within a specific ministry.

## General Responsibilities

We ask this position to do these things:

- Be hungry to learn - You will hear us often say that "the hungry get fed." In other words, we want to provide a variety of activities and assignments within the intern program to help you learn the vital skills needed for ministry.
- Remain humble in attitude - As an intern, you must bring a level of spiritual and relational humility that encourages teamwork and chemistry. If you are not ready to do whatever it takes to advance the mission, this internship is not for you.
- Work hard & play hard - We have a big assignment from Jesus to make disciples; that means we hustle day in & day out. But don't let us fool you; we play hard too! If you are an intern, you need to be prepared to lock in for productivity & but also be ready to laugh & have tons of fun!

## Specific Responsibilities

We also ask this position to do these things:

- Add value to event creative meetings as needed.
- Assist our team in organizing and updating a logistics schedule for each event.
- Help with event registration & follow up clerical duties.
- Work with vendors, volunteers, and other staff members to execute our logistics schedule.
- Support the all events through volunteer coordination & detailed communication.

