

Special Events Internship

Position Title: Special Events Intern

Project Timeline: 2016-2017 Summer and/or Academic Year
10-20 hours per week,
Min. 3 months - 6 months



CENTER FOR THE
PACIFIC ASIAN FAMILY

CPAF's Mission: To build healthy and safe communities by addressing the root causes and the consequences of family violence and violence against women. CPAF is committed to meeting the specific cultural and linguistic needs of Asian Pacific Islander women and their families.

DE & SE Program: CPAF is funded primarily by federal grants but is working to diversify its funding by increasing private foundation, individual donor, and corporate support. To achieve this CPAF is seeking a Special Events Intern. The intern will work directly with the Rape Prevention Education Coordinator to plan, coordinate, research and cultivate supporters, for CPAF's annual youth forum event. This is an excellent opportunity for a highly organized and motivated individual to develop skills in nonprofit development work and special events coordination.

Project Description: The primary responsibility is to support the administrative, logistical, and planning functions of our special event. The intern will work with the Prevention team and Development team, as needed. An individualized internship plan will be created in order to ensure interns receive appropriate placement, experience, and supervision

→ Program Development

- i. Support with the planning and coordination of logistics associated with annual event
- ii. Maintaining donor databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements, logging donor appreciation efforts (if time permits for CPAF's annual gala)
- iii. Assisting staff with researching potential API youth serving organization in the South Bay and Orange County who may be interested in API youth forum
- iv. Supporting staff with logistics associated with special events, including assisting with creation of invitation list, all logistics, soliciting sponsors, communication with venue and vendors
- v. Conducting prospect research on individual and corporate donors
- vi. Creating a strategic media plan to highlight the event in the month leading to the API youth forum

→ Outreach

- i. Solicitation of sponsors and in-kind donations

Requirements: Be skilled at a variety of computer skills, e.g., Microsoft Word, Excel, Power Point and Adobe Acrobat are mandatory; knowledge of Photoshop, Illustrator a plus.

Asian or Pacific Islander language skills desired, but not required.

Interested candidates please send cover letter, resume and application to:
Elizabeth Denny, Volunteer Coordinator at elizabethd@cpaf.info

*Please note that this is an unpaid internship.

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