INTERNSHIP DESCRIPTION

**Title:** Events and Fundraising Intern  
**Reports To:** Development Associate & Director of Finance & Operations

The mission of Denver Children’s Advocacy Center (DCAC) is to prevent abuse, strengthen families and restore childhood. DCAC serves children who have been sexually abused, neglected, or traumatized by witnessing violence. We are one of 14 child advocacy centers in Colorado providing friendly, family-supportive services in one central location, or close by. Our goal is to ensure that every child in Denver and neighboring counties who has been traumatized by sexual abuse, or by witnessing homicide or domestic violence receives immediate, compassionate and effective investigation, assessment and, if needed, mental health treatment. DCAC never charges families for its services and we never place time limits on healing.

**General Responsibilities:**
It is the responsibility of all DCAC employees and interns to support DCAC’s mission and goals, to respect the confidentiality of all who come to us for assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly, empowering each other to excel at our work and to dedicate ourselves to inclusivity.

**Duties and Responsibilities:**
- Solicit sponsors, create and coordinate the drafting/distribution of promotional materials, sell tickets, manage event staff and volunteers, and cover the logistics of the event
- Update guest registration, venue information and related data entry
- Act as a liaison between the organization and vendors including negotiating pricing and pre-selecting options to present to the organization while maintaining budget for the event
- Manage and implement a plan for securing live auction items
- Assist with insuring the special events content on the DCAC website and social media sites are updated
- Assist with donor acknowledgement and guest follow-up
- Plan and facilitate planning committee meetings including distributing agenda and taking minutes
- Run errands including gathering auction items and other event supplies, visiting venues, etc.

**Requirements:**
- Must have reliable transportation
- Firm grasp of available tools and platforms in the social media space
- Working toward or completed a college degree, preferably with an interest in non-profit development and event planning
- Previous internship or related experience in fundraising or event planning is a plus
- Must be computer literate, including Internet research experience
- Experience with Microsoft Office Suite, Adobe Illustrator, and Constant Contact is a plus
- Professional demeanor and outstanding phone etiquette
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines
- Enthusiasm for the mission of the Denver Children’s Advocacy Center and the families we serve

**Start Date:** April 16th, 2018. Position open until filled, requires 6 month commitment.

**Hours:** 8 – 12 hours/week, preferably twice a week in the office.

**Compensation:** This is an Unpaid/Volunteer internship

**To Apply:** Please a send cover letter and resume to MParman@DenverCAC.org

Denver Children’s Advocacy Center is an equal opportunity employer and seeks a diverse applicant pool.