



Community Farm Land Trust
PO Box 12118
Olympia, WA 98508
www.communityfarmlandtrust.org
contact@communityfarmlandtrust.org

Internship Profile: Nonprofit Event Coordinator Intern

Position Title: Event Coordinator Intern

Department: Events & Marketing

Location: Community Farm Land Trust

Duration: Slightly Negotiable [Start Date: May–June End Date: Aug–Sept] (Specify if part-time or full-time) Event Date: Aug 16th (Mandatory Dates: Aug. 11-16th)

Contact: Jeanine Toth, CFLT Development Manager,
jeanine@communityfarmlandtrust.org, contact@communityfarmlandtrust.org

Internship Objectives:

1. Event Planning & Coordination:

- Assist in the planning, coordination, and execution of various events, with most of your work focused on our biggest annual fundraising event, Farms Forever Dinner and Live Auction.
- Support the Event Coordinator team in developing event timelines, creating detailed task lists, and managing day-of logistics to ensure smooth event operations.

2. Auction Management:

- Assist with the procurement of items for fundraising auctions, including researching potential donors, reaching out to vendors, and organizing donated items.
- Work with the Events & Fundraising team to ensure auction items are properly cataloged, organized, and entered into Auction Software and platform in preparation for the event.
- Assist in the physical organization and setup of auction items for display at the event, ensuring items are presented in an appealing and organized manner.
- Work with the event team to ensure the proper setup of raffle and live auction areas, ensuring all items are labeled correctly with their corresponding display sheets and bid sheets where applicable.

3. Vendor & Venue Management:

- Help in researching, contacting, and coordinating with potential vendors and farms for food and beverage donations and the venue event staff.
- Coordinate with vendors and donors to confirm quantities, scheduling delivery/pick-up times, ensuring items are transported and stored properly, and keeping detailed records of all donations received.
- Coordinate safe delivery and transport to the venue as requested by venue staff or CFLT event staff.

4. Marketing & Promotion:

- Assist the staff with distribution of event invitations, promotional materials to local networks (ie radio stations and local calendars, etc.), and social media content to boost event attendance and engagement.
- Assist with promotions of auction items prior to the event via social media and newsletter.
- Assist with donor recognition on social media, websites, newsletters, and more.

5. Event Registration & Guest Services:

- Help set up online event registration forms and assist guests with any inquiries before, during, and after the event.
- Assist with compiling and organizing registration packets including name tags, bidder numbers, drink tickets, programs, etc.
- Help maintain accurate records for guest lists, ensuring that all information is entered correctly into the database.
- Support with updating guest RSVPs, tracking ticket sales, confirmations, tracking attendance, and managing event invitations to ensure a smooth registration process.
- Take on a lead role in overseeing event registration and auction entry.
 - i. including greeting and assisting in seating attendees, ensuring accurate guest list check-ins, distributing event materials, and answering any attendee inquiries.
 - ii. Assist registration team in entering auction, raffle, dessert dash, and other event bid sheet info into guest accounts in auction software.
- Manage the registration desk during event hours and help resolve any registration-related issues or changes on-site.

6. Event Budgeting & Financial Management:

- Support the team in tracking event budgets, helping with expenses, receipts, and managing invoicing for event-related purchases.
- Help in ensuring events stay within budget, reporting on expenditures as needed, and assisting in financial reconciliation post-event.

7. Post-Event Evaluation & Reporting:

- Assist in gathering feedback from attendees and stakeholders to evaluate the success of each event.

- Help compile event reports, including insights and recommendations for future events, highlighting areas of improvement and key takeaways.
 - Assist in creating content for post-event newsletters, including drafting reports, writing summaries, and using images to highlight event success and donor recognition.
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Skills and Qualifications Needed:

- Strong organizational and multitasking abilities, with the ability to manage multiple tasks and deadlines including a fast-paced environment day of event.
- Excellent communication skills, both written and verbal, with a customer-service-oriented mindset.
- Detail-oriented, proactive, and able to work independently and as part of a team.
- Familiarity with event planning tools, like event management software or project management tools (preferred, but not required).
- Ability to handle logistics and problem-solve in high-pressure situations.
- Experience or interest in social media management and basic marketing strategies.
- Previous event planning, fundraising experience, or service industry-related work (preferred but not required).
- A positive, "can-do" attitude and willingness to take initiative in a fast-paced environment.
- Basic knowledge of data entry and familiarity with tools like Microsoft Excel or Google Sheets for managing guest lists and auction data, willingness to learn Auction software and Auction website.
- Flexible and adaptable with a positive attitude, especially when assisting with donation pick-up and managing last-minute changes.

Strong organizational skills and attention to detail, particularly when managing auction items and guest lists.

- Ability to handle multiple tasks efficiently, especially in a fast-paced event environment.
- Excellent communication skills, both written and verbal, with a customer-service-oriented attitude.
- Basic knowledge of data entry and familiarity with tools like Microsoft Excel or Google Sheets for managing guest lists and auction data.
- Photography skills or a willingness to learn how to take high-quality event photos.
- Ability to work independently and as part of a team, especially during event setup and on the day of the event.
- Previous event planning, fundraising experience, or service industry-related work (preferred but not required).
- Flexible and adaptable with a positive attitude, especially when assisting with donation pick-up and managing last-minute changes.

Learning Outcomes: By the end of this internship, you will have developed a solid foundation in nonprofit event planning and execution, from the early planning stages to post-event evaluation. You'll enhance your skills in donor/vendor management, budgeting, and guest services, while also learning how to promote events and measure their success. This internship will prepare you for future roles in nonprofit event management and coordination by giving you practical hands-on experience in the completion of an event from start to finish including valuable content and evaluation skills.