



SPECIAL EVENTS JOB DESCRIPTION

Title: Special Events Intern

Reports to: Program Manager, Development Manager & Volunteer Coordinator

Organization Description:

GOTRC is a non-profit 501(c)(3) organization whose mission is to educate and inspire girls for a lifetime of self-respect and healthy living. In the past ten years, thousands of women throughout Chicagoland have volunteered their time and dedicated their hearts to empower more than ten thousand young girls with the confidence and character they need to become strong, healthy women. We celebrate our 10th anniversary with more than 700 coaches mentoring almost 4000 girls at 168 sites in five Chicago area counties. More than just a running program, GOTRC uses a cutting edge curriculum that addresses the unique developmental stages of pre-teen girls. The fun, innovative program combines training for a 5K event with interactive lessons that encourage positive emotional, social, mental and physical development.

Position Summary: The Special Events Intern works with the Program Manager and Volunteer Coordinator to help prepare for the Girls on the Run 5K and the Development Manager on the Spring Dinner Fundraiser. Duties include but are not limited to:

Spring Dinner

- Management of ticketing & registration (some data entry required)
- Acting as Registration Captain night of the event (Monday, April 19, 2010)
- Assisting in overall planning and logistics for Spring Dinner Fundraiser

Race

- Coordinating event day logistics
- Maintaining and updating materials for events on website
- Communicating with race chairs to keep them up to date with necessary materials
- Entering registration materials into database for the race
- Working with signmeup.com to maintain event registration

Qualifications

- Excel; Microsoft Outlook
- Excellent research, writing and organizational skills
- Excellent verbal communications skills
- Willing to work in fast-paced environment
- Ability to manage multiple tasks simultaneously

Other Information:

- Interns are expected to work a minimum of 12 hours per week and must be available to work at least 2 days per week for a duration of 12-16 weeks.
- Applicant is expected to help on event days; Spring Dinner Fundraiser on **April 19** and Girls on the Run 5k on **June 5**

To Apply: Please send a cover letter and resume to Emily Sladek at esladek@gotrchicago.org

Thank You!!