



Hope For Life is a grassroots organization empowering materially impoverished youth to seek abundant lives. We support youth with the resources, stability, and education they need so they can obtain flourishing futures for themselves and their communities.

WHAT ARE THE ROLE OF STAFF AND WHAT ARE THEIR EXPECTATIONS?

Our staff- both volunteers and paid – are a *vital* part of our organization. They are people that passionately believe in the organization, engage in important work, and help us execute our vision. Our goal is to gather a growing group of committed and passionate supporters of HFL with certain areas of expertise.

WE OFFER:

Internships that develop a variety of professional skills and offer hands-on experience in the areas of project management, marketing communications, event production, and knowledge in operating a non-profit organization. As a small non-profit, we are able to tailor your internship to areas that you wish to develop in order to help you reach your future professional goals.

WE'RE LOOKING FOR:

- **Passion.** Strong team members who are passionate about impacting children, and developing opportunities for the materially poor.
- **Communication & Organization.** To efficiently run our programs, good communication and organizational skills are required. Staff and interns are expected to be proactive, able to meet deadlines, and open to receiving instruction.
- **Team Players.** Every staff invests part of their week towards their area of focus first, and as needs arise, to the other tasks and goals at HFL.
- **Meetings.** Staff meet as a team every other week (the time/day is predetermined each quarter) for two hours for collaboration, synergy, and mutual support. If you're not able to attend the team meeting, you must work with the Executive Director to identify another meeting time.
- **Advocacy.** As a grassroots organization, we rely on our supporters to help spread the word. As such, we need our team to help lead the way. Share our social media posts. Help us get connected with donors, supporters, companies, schools, NGOs etc. that might be interested in partnering with HFL.

EVENT OPERATIONS ASSOCIATE INTERNSHIP APPLICATION

The Event Operations Associate will work with the Executive Director and Assistant Director in planning and implementing the organization's events. This typically includes an annual gala in the spring and an occasional appreciation event. He/she will have the opportunity to lead planning and implement aspects of events such as procurement, audience correspondence, donor appreciation, and other necessary elements. The Event Operations Associate must be an excellent communicator, highly organized, and detail oriented.

Responsibilities

- Lead procurement efforts for gala's silent and live auction
- Manage procurement records, donated item descriptions, and preparation of items
- Lead and manage dessert dash and wine grab for annual gala
- Prepare materials for child sponsorship efforts at events
- Assist in preparing and writing thank you cards for all event donors
- Assist as needed in the preparation of event materials and volunteer recruitment
- Lead the strategy and execution of event decor
- Assist in the research and securing of event related needs such as venues, contractors, community partnership etc.

Required Skills

- Motivated self-starter and initiator
- Excellent written and verbal communication skills
- Interest in non-profit organizations, child empowerment and issues surrounding global poverty
- Proficient with Microsoft Office, Excel, and Gmail applications
- The ability to work both independently and collaboratively
- Excellent time management and organizational skills to meet deadlines
- Demonstrated flexibility and sense of humor
- Preferred: Experience in customer service, using a CRM, and event planning

Details and How to Apply

- Supervisors: Executive Director and Assistant Director
- Duration: must be at least 10 weeks, may be longer if desired.
- Type: must be at least 10 hours per week, may be more if desired.
- Location: Seattle, WA
- Compensation: Unpaid; A letter of recommendation can be provided in support of academic credit.

Please answer the questions below and send them with your resume to Megan Chao at megan@hopeforlifeministry.org.

- Which position are you applying for?
- Why do you want to intern at Hope For Life?
- How does your previous experience/education qualify you for this position?
- What do you hope to achieve from this internship?