Washington Parks & People Special Events Intern/Fellow

**Title**: Campaign & Special Events Intern/Fellow

**Part Time**: 25-40 hours/ week over a 12 month commitment

**Starting Salary**: unpaid, will offer college credit upon request

**Location**: Josephine Butler Parks Center, 2437 15th Street, NW (primary)

Occasional duties at the Riverside Center, 601 Division Avenue, NE

**Main Responsibilities (Under the guidance of the Special Events Manager):**

Washington Parks & People is seeking a motivated individual to join our Campaign & Special Events team! Positioned atop Meridian Hill/ Malcolm X Park, the Josephine Butler Parks Center serves as WPP’s home west of the Anacostia River and the site for beautiful events- from weddings, to fundraisers, to staff retreats. Our Italian Renaissance style mansion has been ranked ‘Best Wedding Venue in DC’ by DC City Paper two years in a row! All events hosted at the Parks Center serve the mission of WPP- to activate green spaces across the city and promote healthy living through park based activity and education. Our space East of the River, the Riverside Center, is a hub for local food production, community programming, and green learning. Our Events Intern/Fellow will work with the Special Events Manager to breathe life into parks across the city during its Think Outside campaign and beyond.

* Maintain bookings for private and partner event rentals, update event calendar, draft contracts, and manage event payments
* Assist with all internal and external inquiries and all pending and confirmed events
* Assist with upcoming and past events: draft thank you letters, file invoices, review pre-event forms and floor plans for upcoming events.
* Update website event page and work on evolving Social Media content for the JBPC
* Build upon relationships with existing vendors and build relationships with new event vendors
* Lead tours of the JBPC at least once a week
* Work with WPP team to plan Campaign events and other public outreach programs
* Assist in organizing community open houses
* Set up JBPC equipment, as needed
* Design opportunities to represent Parks & People’s mission at each event and also encourage guests to help volunteer, join, give, and partner

**Required and Desired skills:**

* Ability to work in a collaborative way with a small staff
* Must be able to lift up to 40 pounds
* Must be able to multi-task, problem solve, thrive in a dynamic work environment, and enjoy working with a variety of people
* Resourceful, flexible, and a self starter
* Background and interest in events
* Interest and/or experience in marketing
* Excellent communication skills, both oral and written
* Excellent computer skills
* Passionate about the mission of WPP

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