



# Event Coordinator Intern

Apply at [parkcentraldevelopment.org/careers](http://parkcentraldevelopment.org/careers)

4512 Manchester Ave  
Suite 100  
St. Louis, MO 63110  
314-535-5311  
[Brian@pcd-stl.org](mailto:Brian@pcd-stl.org)

## Unpaid Internship

**Location:** St. Louis, MO / In-Office

**Terms: Part Time - 20 Hours**

Park Central is offering the best offer. Therefore, salary is non negotiable at this time.

## JOB ROLE & SUMMARY

The Event Coordinator Intern will play a key role in supporting our events, research, and fundraising efforts. The role will also support the marketing team by providing assistance with events management, execution, and communication. The Event Coordinator reports to the Assistant Executive Director and the Marketing Coordinator. This is an outstanding opportunity for an individual interested in learning more about nonprofit fundraising and event planning. The internship offers exciting hands-on experience on one of the biggest free festivals in the City of St. Louis, Grove Fest!

## DUTIES & RESPONSIBILITIES

- Assist in ensuring proactive planning, communication and scheduling of a wide variety of events including annual events, and special interest group meetings.
- Assist in the program content development for events, create and coordinate the drafting/distribution of promotional materials
- Assist in managing pre- and on-site registration (tracking via database, generating reports and producing attendee details
- Work with Marketing Team to plan and execute all marketing activities necessary to ensure successful events
- Participate in planning committee meetings including distributing agenda and taking minutes
- Monitor the special events content on the website and social media sites to ensure they are updated
- Secure equipment and rentals as needed, set-up, tear-down, and help coordination of overall event execution
- Assist with donor acknowledgement and guest follow-up



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## QUALIFICATIONS

- Organizational skills to manage multiple tasks, attention to detail, and the ability to prioritize in a changing environment and still meet deadlines
- Dynamic self-starter who takes initiative, highly reliable
- Strong verbal and written communication skills; interpersonal and follow-up skills
- Proactive problem prevention and issue resolution leadership ability
- Polished and professional when dealing with members, prospective members, sponsors, and executive management
- Ability to work independently and as part of a team

## PHYSICAL REQUIREMENTS

- Prolonged periods of standing and sitting at a desk and working on a computer.

### **Relationships:**

**Directly Report to: Assistant Executive Director**

**Functional Relationships with: Marketing Coordinator**