



**BOYS & GIRLS CLUBS**

OF ATHENS

**Job Title: Stewardship & Event Planning Intern**

**Organization:** Boys & Girls Clubs of Athens

**Location:** Athens, Georgia

**Duration:** 2024 – 2025 School Year

**About Boys & Girls Clubs of Athens:**

The Boys & Girls Clubs of Athens is a nonprofit organization dedicated to providing a safe and enriching environment for youth in the community. Through various programs and activities, we aim to inspire and enable young people to realize their full potential as productive, responsible, and caring citizens.

**Position Overview:**

We are seeking a dynamic and detail-oriented Stewardship & Event Planning Intern to support our efforts in organizing and executing fundraising events. This internship offers valuable hands-on experience in event coordination, donor stewardship, and resource development within the nonprofit sector. The ideal candidate is passionate about making a positive impact, possesses strong organizational skills, and thrives in a collaborative environment.

**Key Responsibilities:**

- Assist in the planning, coordination, and execution of fundraising events, including logistics, vendor management, and attendee coordination.
- Conduct research on potential sponsors, donors, and partners for events and ongoing initiatives.
- Assist in developing event marketing materials, invitations, and promotional strategies.
- Support the recruitment and management of volunteers for events.
- Collaborate with staff to ensure seamless communication and execution of event timelines and goals.
- Assist in post-event follow-up activities, including donor acknowledgments and stewardship efforts.
- Help maintain accurate records and databases related to event participants, donors, and sponsors.
- Contribute to the development of stewardship strategies to cultivate and maintain relationships with donors and sponsors.
- Assist with other resource development activities as assigned, including grant research and proposal writing.





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### **Qualifications:**

- Current enrollment in or recent graduate from a relevant undergraduate program (Event Management, Hospitality, Nonprofit Management, etc.).
- Strong organizational and time management skills, with attention to detail.
- Excellent written and verbal communication skills.
- Ability to work both independently and as part of a team in a fast-paced environment.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and Google Workspace.
- Knowledge of social media platforms and digital marketing is a plus.
- Passion for community service, youth development, and nonprofit work.

### **Benefits:**

- Gain practical experience in event planning, donor stewardship, and resource development within a nonprofit setting.
- Develop skills in project management, fundraising strategies, and relationship building.
- Networking opportunities with professionals in the nonprofit sector and local community.
- Potential for academic credit (if applicable) and professional references.

### **To Apply:**

Please submit a resume and cover letter outlining your interest in the Stewardship & Event Planning Intern position at Boys & Girls Clubs of Athens. Include any relevant coursework, experiences, or skills that demonstrate your qualifications for the role. Please send to **Kethia Gates** at [kethia@greatfuturesathens.com](mailto:kethia@greatfuturesathens.com).

**Application Deadline: September 18<sup>th</sup>, 2024**

\*\*\*Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Tasks may be subject to change based on organizational needs and intern capabilities.\*\*\*

