



**Position Title:** Event Management Intern

**Reports to:** Executive Director

**Ideal Major:** Event Management, Hospitality, Nonprofit (anyone is welcome to apply)

**Position Summary:** In accordance with the standards of the House of Mercy and in union with the Magisterium of the Catholic Church practices and policies, the internship program plays an important role at the House of Mercy. The internships offered are opportunities for the intern to learn about the operations of a business and nonprofit as well as opportunities to offer skills and expertise that House of Mercy can utilize to further the mission.

**Compensation:** The internships are unpaid but can be taken for credit according to the agreement between House of Mercy and the University or College that the intern is currently enrolled. A small stipend may be rewarded at the completion of the internship to help offset travel expenses throughout the semester.

**Work Hours:** 10 hours/week (at least) is preferred but is negotiable based on the need of credits and school schedule

**Responsibilities:**

- Plan annual events such as the Back to School Shoes program, Christmas with Mercy, Campaign to End Hunger and Lenten Cross.
- Write Standard Operating Procedures for all events
- Actively participate in events
- Recruit needed volunteers
- Assist with asking for sponsorship
- Write to, call and follow up with potential sponsorships, volunteers and individual donors
- Order needed materials, assist with even set up and break down

**Job Requirements:**

- Work independently and with a team
- Self-starter with a good work ethic
- Open to growth and instruction
- Good communication skills
- Well organized
- Good customer service
- Competency in Microsoft Word, Excel and email

We value a high degree of integrity, professionalism, flexibility and fun!

Please send resume and application to Jessica Root, Executive Director at [jroot@houseofmercyva.org](mailto:jroot@houseofmercyva.org)

