



Girls on the Run of Bexar County

Event Planning Internship

Organization Description

Girls on the Run Bexar County (GOTRBC) is a 501c3 non-profit, community-based organization offering programs that inspire girls to be joyful, healthy, and confident using a fun, experience-based curriculum which creatively integrates running. For more information visit our website, www.gotrsanantonio.org.

Position Summary

The Event Planning Intern will work closely with the Community Outreach Manager in planning and implementing special events and outreach opportunities, including the end-of-season 5K event. This is an excellent opportunity to develop, maintain, and expand marketing, communication, community outreach, and detailed planning skills while working for a nonprofit organization.

- Part-time from August to December (Fall semester) or January to May (Spring semester)
- Hours are flexible and will be determined together with the intern. A minimum of 10 hours/week is required. Some evenings and weekends required.

This is an unpaid internship, although we will work with successful applicants to obtain school credit if desired.

Responsibilities

Responsibilities are provided as examples of possible work. Actual focus will be determined based on the organization's needs as well as intern's areas of interest and skills. Training and support are available.

- Coordinate planning logistics including setting up for events and collecting necessary materials
- Prepare materials for special events
- Coordinate, plan, and participate on the day of the end-of-the season 5K event
- Attend events with the Community Outreach Manager and/or volunteer Ambassadors
- Conduct research from universities to attend campus events and recruitment opportunities
- Participate in organization committees including 10-year anniversary planning team and 5K planning team
- Assist in planning special events for volunteer appreciation and fundraising events
- Other duties as required

Qualifications

- A strong belief in the mission of Girls on the Run
- Juniors and Seniors pursuing a bachelor's degree, recent graduates, or students pursuing a master's degree in business, public health, marketing, public relations, communications, nonprofit management, public affairs, or a related field



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- Excellent organizational skills
- Excellent communication skills
- Social media management experience a plus
- Microsoft Word, Excel, and PowerPoint experience
- Ability to complete administrative tasks from a home/dorm office and computer
- Self-starter, flexible, and able to manage multiple tasks
- Excellent project management, collaboration, and team participation skills
- Understands and embraces diversity and inclusiveness in thought, word, and action
- Understands and embraces a healthy lifestyle in thought, word, and action
- Ability to drive plus the availability of an insured vehicle to get to and from program sites, meetings, and other events – preferred

All interested candidates send resume to:

Minka Misangyi, Executive Director
minka.misangyi@girlsontherun.org
210-901-0167

Candidates will then be asked to submit an online volunteer registration form and pass a background check.