



POSITION DESCRIPTION

Events Intern

Hours: 20-30 hours/week | Reports to: Event Coordinator

Position Summary: The Events Intern, based out of the Cedar Rapids Women Lead Change headquarters office, is responsible for the essential duties and responsibilities defined below, and provides support to the broader organization as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this position, other duties may be required and/or assigned.

- Support event registrations for Women Lead Change events through Whova and Eventbrite
- Event preparations and follow-up using checklist(s), with special attention to deadlines and time constraints.
- Oversee event happenings, as needed, and act quickly to resolve problems.
- Maintain appropriate contact with volunteers and Women Lead Change staff, other constituents
- Assist with setup/teardown of Women Lead Change events

Qualifications and Additional Requirements

- Computer proficiency in Microsoft Office (Word, Excel, PowerPoint) and email.
- Excellent verbal communication and organization skills, and attention to detail.
- Ability to work independently to multi-task, operate under pressure, and meet deadlines.
- Excellent interpersonal skills that promote a supportive work environment.
- Ability to lift, carry and transport event materials and preparation items.
- Occasionally works flexible hours as required to meet the needs of the organization.