



Job Description

Date:

| | | |
|------------------------|--|-----------------------------------|
| POSITION TITLE: | Special Events Intern | Exempt |
| REPORTS TO: | Communications and Special Projects Manager | Non-Exempt |
| | | Full-Time or Part-Time |

Summary:

Chattanooga Neighborhood Enterprise (CNE) is a non-profit housing organization whose mission is to create economically diverse neighborhoods filled with financially empowered citizens and housing for all. CNE offers many different programs and services, such as homebuyer education and counseling, home improvement loans, affordable mortgage products, foreclosure prevention services, and affordable homes for sale and rent. Since its inception, CNE has invested in over 14,000 families, individuals and small businesses.

Description:

CNE seeks a dynamic, self-starter to assist with event planning efforts. The candidate must be able to work independently. The event organizer is hands-on and will require working as part of a team. This position requires completing a wide range of activities requiring clear, effective communication, critical thinking, excellent organizational skills and attention to detail. 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 and the opportunity to gain new skills.

Essential Job Function:

- Coordinate the drafting/distribution of promotional materials
- Draft and disseminate press releases and secure interviews at local radio, television, newspapers and magazines
- Update guest registration and related data entry
- Assist in securing donations for the event
- Assist with insuring the special events content on the CNE website and social media sites are updated; find valuable content for the blog
- Cover social media and external communications the day of the event
- Assist with guest follow-up
- Other duties as needed

Knowledge, Skills and Abilities:

- Firm grasp of available tools and social media platforms
- Completed or working toward a college degree, preferably with an interest in non-profit development and event planning
- Previous internship or related experience in fundraising or event planning is a plus
- Must be computer literate, including Internet research experience
- Professional demeanor and outstanding phone etiquette
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines
- Enthusiasm for the mission of Chattanooga Neighborhood Enterprise and the communities we serve

Physical Requirements:

| | Never | Intermittent | Frequent | Continuous |
|--|-------|--------------|----------|------------|
| <i>Endurance:</i> Sitting 6+ hours | | | | X |
| <i>Walking:</i> 1 – 3 hours | | | X | |
| <i>Standing:</i> 1 – 3 hours | | X | | |
| <i>Climbing/Stooping/Kneeling: 1 – 3 hours</i> Physically able to bend, stoop, and climb. | | X | | |
| <i>Lifting/Pulling/Pushing:</i> Physically able to lift, pull, and reach 10 – 125 lbs. | | | X | |
| <i>Fingering/Grasping/Feeling:</i> Must have full use of hands to perform tasks. | | | | X |

Work Conditions:

1. Office work environment.
2. Must be able to work during normal office hours of 8am to 5pm.
3. Valid driver's license and insured automobile.

I understand and agree that I am able to perform the duties and responsibilities as described above, I also understand that the job description is subject to change at any time without prior notice.

Print Name: _____ Signature: _____

Date: _____

The statements included herein are intended to describe the general nature and level of work being performed by personnel assigned to this classification. Statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Interested applicants should email a resume and signed job description to Ms. Jennifer Holder, Communications & Special Projects Manager at JHolder@cneinc.org.