

CASA of Bradley and Polk Counties
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Cleveland, TN 37311
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Court Appointed Special Advocates (CASA) of Bradley and Polk Counties

- Position:** Special Events Intern – Superhero 5K and Family Fun Festival
- Location:** Cleveland, Tennessee
- Hours:** 10+ Hours Per Week
- Duration:** May 2017 – December 2017
- Compensation:** Unpaid

Application Deadline: April 30th, 2017

About CASA: CASA of Bradley & Polk Counties is a non-profit organization that works with local volunteer advocates to ensure the voices of abused and neglected children are heard. CASA volunteers are everyday citizens appointed by a judge to advocate for the safety and well-being of children who have unstable home situations. These volunteers speak on behalf of an otherwise voiceless child and represent their best interests in court. For many abused children, their CASA volunteer advocate will be the one constant adult presence in their lives.

Internship Summary: CASA of Bradley and Polk Counties hosts two large-scale fundraising events per calendar year. This intern would be responsible for contributing to the planning of CASA's first ever 5K. Specifically, the intern will be responsible for obtaining donations, preparing logistical materials, and assisting in the implementation of the event. The primary role of the special events intern is to plan and execute each of these events in a cost-effective manner. Duties will include, but are not limited to: creating and following donation timelines, developing event planning logistics, widespread event promotion, creating event literature, serving on the event committee board, and finally being present at the 5K which is tentatively scheduled for Fall of 2017.

This position is ideal for bachelor's or master's level students looking to gain a deeper understanding of the non-profit world, event fundraising, event planning, and hands-on experience carrying out a \$20,000 event.

This is a part-time position with additional, as-needed duties as determined by the needs of the non-profit and events.

Essential Duties and Responsibilities:

- Follow a timeline for event development
- Assist with event logistics and planning
- Attend event committee meetings

Qualifications:

- Be a sophomore, junior or senior standing student majoring in a relevant field (public relations, business, marketing, etc.) from a 4-year university
- Be a highly self-motivated individual, who is self-disciplined, able to work independently, and extremely proficient in time management
- Ability to establish and maintain professional relationships with families, guardian, non-profit industry employees, and all CASA employees and interns
- Be a service oriented individual
- Be well versed in computer skills including databases, spreadsheets, document production, and website maintenance
- Excel in analytical capabilities and conceptual skills
- Possess a visionary mindset
- Possess excellent writing and editing skills

Skills Which Will be Further Developed:

- Special event creation, organization, and promotion
- Event fundraising
- Media creation and promotion
- Networking skills
- Understanding of advocacy techniques
- Understanding of the non-profit business world

How to Apply:

- Interested candidates should please submit their resume and availability to the Outreach and Volunteer Manager at outreach@casabp.org

Attendance is essential at 5K Superhero Run and Family Fun Festival in Memory of Melisha Gibson which will take place on Saturday, November 4th 2017.