

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 – Red Shoe Gala

Location: Cleveland, Tennessee

Hours: 10+ Hours Per Week

Duration: August 2017 – March 2018

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 obtaining donations, and organizing and preparing all logistical materials for both the live and silent auctions. 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 live and silent auction logistics, scheduling auction room volunteers, creating event literature, serving on the event committee board, and finally being present at the Red Shoe Gala in March of 2018.

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 donation securement
- Recruit and retain event sponsors and donors
- Attend event committee meetings
- Plan, organize, and execute auction item logistics

Qualifications:

- Be a 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

Attendance is essential at annual special event:

March 3rd, 2018 – Red Shoe Gala

How to Apply:

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