

Assistant Event Planner Job Description

Helping Hero is a non-profit that supports veterans who were severely injured in the War on Terror post 9/11. HelpingAHero provides adaptive homes for those veterans that sustained injuries resulting in a long-term disability. In addition, HelpingAHero provides emergency assistance grants, veteran and caregiver retreats. The intern will assist in the charities fundraising activities.

Intern must be a currently enrolled undergraduate student who will return to college full-time (minimum of 12 credits per semester) as a sophomore, junior or senior in the fall of 2023.

Family members of the HelpingAHero.org's board of directors and/or staff are not eligible to be hired as CSJP interns at that organization. Family members of board, staff and retirees of ExxonMobil and Sunwest Communications are also not eligible to participate in the program.

Daily communication with the Company Event Planner to discuss the progress of the event and receive updates on suppliers;

Managing volunteers and inviting the Community to Welcome Home and Groundbreaking Celebrations;

Supporting a volunteer committee with their fundraising efforts and ensuring they are kept up to date on all details of the event;

Liaising with corporate sponsors, auction sponsors, and general donors to secure sponsorship and prizes via committee contacts;

Check in volunteers and attendees and handling credentials for VIP guests;

Updating the in-house and external PR team on the event, any media-worthy guests / celebrities attending, and any luxury auction prizes that could provide positive pre-publicity;

Knowledge of excel and word;

Must be able to effectively communicate within a team environment; and

Have effective organizational skills.

Internship Requirements:

Internships are to be carried out during an eight-week period, **beginning no earlier than May 22 and ending no later than August 25, 2023**. Each organization may work with its intern to identify the best time period. Sunwest Communications, on behalf of the ExxonMobil Foundation, will organize professional development seminars and a service project for all interns. While there is no cost involved, **interns are required to attend all events** and are to be paid for their time (including travel) as a stipulation of the ExxonMobil Foundation grant.

Intern will work a 35-hour workweek (exclusive of lunch/dinner) for an eight-week period.

Please apply by submitting your resume to rhonda@helpingahero.org