



Holiday Hat Bash Special Event Internship

DESCRIPTION

Center for Active Seniors, Inc. (CASI) seeks a highly motivated, self-starting student who is passionate about seniors. The Hat Bash Intern will provide hands-on support to the Marketing Department and gain valuable skills on event planning, silent auctions, marketing, and special event fundraising. This opportunity is available at the CASI offices in Davenport, IA.

DURATION: Ongoing

HOURS: Flexible but minimum of 4 hours a week required with additional hours required the November 1-12. Must be available from 8:00 a.m. until 10:00 p.m. on Thursday, November 10.

DUTIES AND RESPONSIBILITIES

- Assist with writing website, Facebook and program booklet content
- Coordinate silent auction with committee volunteers. Manage system of tracking and acknowledging donations. Create marketing materials for auction items as needed. Solicit silent auction items (list and script provided)
- Take a lead role in creating silent auction materials (bid sheets, etc)
- Assist with the creation of promotional materials for events on Microsoft Publisher and Adobe Creative Suites
- Prepare spreadsheet and inventory list of supplies
- Help with logistics set-up the day before and the night of the event. (November 9-10)
- Perform light clerical office work duties
- Perform other related duties as assigned by Marketing Department

QUALIFICATIONS

- Strong attention to detail and ability to handle and prioritize multiple tasks and projects
- Organized and detail orientated
- Ability to follow assignments through to completion
- Ability to interact with a wide variety of people
- Knowledge of Microsoft Office (Word, Excel, Powerpoint, Publisher) and Adobe Creative Suites (Photoshop, Premiere Pro, InDesign, Illustrator)
- Excellent verbal and written communication skills
- Must adhere to professional dress codes at events and in the workplace
- Interested in working with seniors and volunteers

TO APPLY, SEND RESUME AND COVER LETTER TO:

Attn: Marketing
CASI
1035 W Kimberly Road
Davenport, IA 52806

**This internship is unpaid but class credit is available pending school approval.
A background check may be required.**