



## Events Associate Intern

### Organization and Background

Center for Success Network (CFSN) is a nonprofit organization committed to impacting youth through proven, comprehensive literacy programs and exposure to social interactions and activities. Over 9 years, CFSN has expanded into a network of 12 locations from Pontiac to Detroit that serve nearly 400 students, 4 days each week, through the school year and summer.

### Mission

Our mission is to unite community and literacy to empower students in their journey of education. We believe all youth have the right to literacy that shapes the trajectory of their future.

### Vision

Our vision is to vitalize our community's relationship with literacy by creating and training a supportive village that increases the knowledge, skills, mindsets and avenues for connected contribution to grade level reading proficiency. We pave the way for community contribution towards children's lifelong love of learning through reading.

### Organizational Values

Diversity, Community, Connection, Growth

### Position Description

The Center for Success Network Events Associate Intern supports will report to the Events and Coordination Manager. This role will work collaboratively with the Events and Coordination Manager, Director of Communications, and the Creative Strategic Development team.

The Events Associate Intern role is a hybrid position which will be required to be in person for certain meetings and events.

### Job responsibilities include:

#### Event Management

- In-person and virtual events for Center for Success Network including but not limited to: Smiles for Success annual event, Giving Tuesday, Year-End Giving, etc.
  - Supporting day-of execution for meetings and events including coordination with team/vendors, last-minute logistical needs, ensuring effective set-up/execution of the event and providing course correcting instructions/directions, when needed
  - Reach out to prospect list to secure sponsors and in-kind donations
- Create and continuously update event timelines
- Contract for services from vendors including caterers, photography, florists, etc.

- Compose written communications, including but not limited to sponsorship and item donation letters, that align with Center for Success Network's mission and programmatic initiatives
- Meet with CFSN leadership for status reporting and information updates

### **Marketing and Communications**

- Create Constant Contact (CC) messages to be reviewed by leadership teams
- Add new contacts/edit information
- Streamline segments in CC
- Assist with event photography
- Draft marketing and communications materials, maintain social media platforms and blog, and assist with other projects in support of the department, as needed

### **Organization and Program Success**

- Attend all applicable recurring meetings, including Creative Strategic Development, Equity Learning Community, team and staff meetings
- Support Executive Leadership Team with planning for Staff Professional Week
- Collaborate with Creative Strategic Development Team to ensure progress towards goals
- Share stories and support the organization in telling the CFSN story
- Attend community and organization events
- All of other tasks as assigned

### **Qualifications**

The successful candidate must believe in the core organizational values of Center for Success Network and be driven by the organization's mission and vision. The candidate should demonstrate a passion for expanding CFSN with a professional, dynamic, positive approach to building relationships to support the organization's growth. We are seeking a high-energy Events Associate Intern who is mission-driven and self-directed, skilled in volunteer management, and excited about working in a collaborative environment. Candidates should possess the following qualifications:

- Must be enrolled in an accredited College/University (undergraduate or postgraduate program) or have recently completed (6-months)
- A passion for creating access to education and literacy for communities and youth
- Excellent time management, problem solving & organizational skills
- Ability to plan, prioritize, and coordinate multiple projects simultaneously
- Excellent interpersonal and written communication skills
- Commitment to efficient use of resources
- Experience with email, databases, Microsoft Office software, and Google Applications
- Local travel to sites required; access to a car is highly preferred
- Hybrid position with flexible schedule

This position is a great opportunity for students interested in careers in communications, marketing, graphic design, public/community relations, advertising, hospitality, or event planning.

As a result of this internship, the intern will have highly developed interpersonal skills through staff teamwork and opportunities to build rapport with stakeholders, including volunteers and donors, as well as management experience. Additionally, the intern can select responsibilities from various projects or create projects with autonomy based on individual strengths and/or skills.

## **Timeline**

This position will start in February/March with the possibility to extend into 2024 Summer Semester. Weekly virtual meetings, monthly staff meetings are required, and events are required; the rest of the hours are flexible for remote working.

## **Compensation**

Position is up to 10-15 hours weekly with a \$500 stipend.

At Center for Success Network we are committed to providing valuable learning experiences and professional development opportunities to our interns. Although this is an internship with a small stipend, we believe the benefits gained through this experience are substantial and can contribute significantly to your future career.

Our internship also offers the following compensation:

- **Learning and Skill Development:** You will have the opportunity to work closely with experienced professionals in your field of interest, gaining valuable insights, industry knowledge, and hands-on experience that will enhance your skillset.
- **Networking Opportunities:** During your internship, you will have the chance to connect with various professionals, build a network within your industry, and establish valuable connections that could be beneficial for your future career.
- **Resume Enhancement:** The experience gained during your internship will be a valuable addition to your resume, showcasing your dedication to professional growth and hands-on learning.
- **Letters of Recommendation:** Upon successful completion of your internship, you will have the option to request a personalized letter of recommendation from your supervisor or mentor, which can strengthen your job applications in the future.
- **Course Credit (if applicable):** We are open to coordinating with your academic institution to offer course credit for your internship experience, subject to their requirements.
- **Flexible Schedule:** We understand the importance of balancing your internship with academic commitments and personal life, and we offer flexibility in scheduling to accommodate your needs.
- **Opportunity for Future Paid Positions:** Outstanding interns may be considered for future paid positions within our organization if they align with our business needs.

We believe that the knowledge, skills, and relationships developed during this internship will be invaluable to your personal and professional growth. As you progress through the internship, we encourage you to proactively seek feedback, engage in professional development opportunities, and make the most of your time with us.

## **To Apply**

Please send a cover letter that captures why this position is a great match for your skills and interests, along with your resume to Thu Tran at [thu.tran@center4success.org](mailto:thu.tran@center4success.org). Please include the job title in the subject line.