



Events & Engagement Intern Northern Virginia & Los Angeles (Remote)

Qualifications

- Ability to receive course credit, required
- Detail-oriented
- Top-notch time management skills
- Familiarity with Google Drive, Sheets, Docs, Forms, etc.
- Proficient use of Microsoft Suite
- Proficient with the use of Social Media Platforms
- Strong desire to gain nonprofit development experience

Responsibilities

REPORTS TO: CEO and Creative Director

The Events & Engagement Intern supports all aspects of volunteer recruitment, coordination, engagement, and retention across all SPY programs in West Los Angeles and Inglewood

Benefits

SALARY RANGE: Stipend + Course Credit

The **Events & Engagement Intern** will be responsible for advancing the mission and vision of the Mind and Wellness Foundation (MAWF) by aiding the MAWF leadership team through the planning, and implementation, of events, event marketing and organizational communications.

Events & Outreach

- Assist with planning the MAWF Winter flagship fundraiser event –2023 Mental Break Awareness Race & Walk
- Assist with the development of marketing assets for walk
- Assist with the outreach and communication of walk via local businesses and related organizations.
- Assist in the development of sponsor communication and messaging.

Engagement & Social Media

- Assist with weekly planning and implementation of daily social media strategy to creatively communicate MAWF mission, improve online visibility, and increase messaging campaigns and organizational awareness.
- Create presentations and basic graphics.