



# Special Event Intern/Volunteer

## About

**COMMUNITY  
WEATHERIZATION  
COALITION**

Help plan a fundraising event with the Community Weatherization Coalition! The CWC is a local nonprofit dedicated to easing the utility burden for our low-income community members. Since 2008, the CWC has helped over 900 families throughout Alachua County, saving them money and resources. An intern or volunteer is currently needed in the area of fundraising, event planning, marketing, and social media for our upcoming fundraiser, our 3rd Annual *Striking Down High Utility Bills*. This Bowling fundraiser will be held at Alley Gatorz in Gainesville on Wednesday, August 29th. We need *your* help to make it bigger and better than last year, allowing us to help even more families!

## Volunteer tasks include:

- Contact local businesses for donation requests, for in-kind items for our Silent Auction or Sponsorship.
- Carefully track correspondence and meet weekly goals.
- Advertise the event; create Press Releases, make posts for social media, etc.
- Recruit attendees; local businesses and organizations to create bowling teams.
- Pick up donated items the week prior to the event.
- Assist with set up, MC-ing, and tear-down during the event, approximately 4:00-9:00pm **August 29, 2018**.
- Track donations and assist in managing post-event tasks (thank you cards and donation receipts).

This is a time-limited, flexible opportunity. There are no set hours during the week, though a minimum of **3** hours at the office per week at an agreed upon time would be expected of you. We'd love a dependable, driven, outgoing, volunteer with great communication skills and a passion for our community-building cause to join our event team!

## Skills

- Great Organizational skills
- Event Design & Planning
- Fundraising
- Marketing & Communications
- Community Outreach
- Social Media Savvy



## Requirements & Commitment

- Must be at least 18 and have transportation to visit various businesses (recruiting and picking up items)
- 2-5 hours/week, flexible in July and early August, but increase the week of August 20 and 27
- Reliable, good communicator, able to meet deadlines
- Not afraid to ask for \$ ! 😊

If your one month internship goes well, there will be an option to extend this Special Event Internship through mid-December to assist the CWC with similar tasks, as we will be planning our year-end holiday party and volunteer appreciation event.



Please email your resume and/or letter of interest to:

Alane Humrich, Program Director at [cwc@communityweatherization.org](mailto:cwc@communityweatherization.org)