



National Alliance on Mental Illness

Event Planning Intern

Description

The Event Planning Intern will provide day-to-day logistics and planning support in helping to plan and implement NAMIWalks 2019, NAMI GC's annual fundraiser. The Event Planning Intern will work under the direction of the Development and Special Events Coordinator and in coordination with staff and key volunteers.

NAMI GC is a 501c3 organization founded in 1983. Our mission is to promote recover and improve the quality of life of Cuyahoga County residents with serious mental illness through support, education and advocacy.

NAMIWalks 2019 is a family and community event to raise awareness, educate people about mental illness and celebrate hopes and wellness. It is also the largest fundraising event for NAMI GC. Money raised funds our education and support programs. The Walk will be Saturday, September 15, 2019 at Upper Edgewater Park.

Key Responsibilities

- Recruit walkers to join walk teams through email communication, social media and other means.
- Communicate with walk teams and team captains through email, social media and other means.
- Promote the Walk using email communication, NAMI GC's Facebook page and Instagram accounts.
- Develop and update event materials.
- Research and reserve equipment needed for Walk Day.
- Respond to Walk inquiries from our members, affiliates, and the general public using email communication and other means.
- Assist with general aspects of organizing a large event including but not limited to copying materials for Walk packets; sending out Walk packets in the mail; and various administrative tasks.
- Provide overall logistical and outreach support for NAMIWalks 2019.
- Research and solicit businesses for donations through phone calls, letters, and in-person meetings.

Start date: May 14, 2019 (flexible).

Desired skills and experience:

- Commitment to mission and goals of NAMI GC.
- Event-planning experience or strong desire to gain skill in this area.
- Good verbal and written communication skills.
- Creativity in developing outreach efforts.
- Strong computer skills: Microsoft Excel, Microsoft Word.
- Experience with Constant Contact, Facebook and Instagram.
- Detail-oriented.
- Outgoing personality, comfortable meeting new people and ability to interact well with diverse

groups of people, particularly people with disabilities and special needs.

Time commitment:

- May 14 – August 15, 2019 (flexible)
- Time commitment of at least 15-20 hours per week which would be completed primarily Monday – Friday.
- Availability on Saturday, September 14, 2019 is preferred but not required.

Benefits:

While this is an unpaid internship, you will gain event planning skills and exposure to a grassroots organization.

How to apply:

Please submit a cover letter, resume, writing sample and three references to:

Lisa Dellafiora

Development and Special Events Coordinator

ldellafiora@namicleveland.org

NAMI GC offices are located at 2012 West 25th Street, #600, Cleveland, OH 44113, near the West Side Market and downtown Cleveland. Parking is free and we are easily accessible by public transportation.