

# Event Planning Intern

Supervisor: Erin Miller, Development Coordinator



## DESCRIPTION:

This position will support the Development Coordinator in the planning and marketing of OO's annual events. The perfect candidate has a passion for the outdoors, a positive fun loving attitude and a desire to serve San Diego's at-risk and underprivileged youth.

## DESIRED QUALIFICATIONS:

- Proficient using Microsoft Office and the Adobe Creative Suite
- Individual must be a strong communicator, have excellent written and oral communication skills.
- Ability to complete tasks in a timely matter
- Knowledge of and a background in; event planning, marketing or related field
- Ability to work independently with minimal supervision
- Understanding and experience in press release writing, social media and marketing

## TRAINING:

Volunteer Orientation (required)  
Development Orientation (required)

## TIME COMMITMENT:

A minimum time commitment of 5 hours per week with the length of the internship determined on a case-by-case basis.

## HOW TO APPLY:

Please submit your resume and a short description of why you think you would be a fit for this position to [Erin@outdooroutreach.org](mailto:Erin@outdooroutreach.org). Position is open until filled.

## CONTACT:

Erin Miller, Development Coordinator  
619.238.5790; [Erin@outdooroutreach.org](mailto:Erin@outdooroutreach.org)

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