



SPECIAL EVENTS INTERN

Since 1963, Meta House has worked to end the generational cycle of addiction by healing women and strengthening families. While the cornerstone of our program is addiction treatment, we also offer parenting, vocational and educational services to our clients and a host of services for their children. This holistic approach ensures that as mom gets well, her entire family has the tools to successfully adapt to a life in recovery.

Position Description: The Special Events Intern will assist the Development team with agency fundraising, public relations, marketing and advocacy of our annual events, A Night for Meta House, scheduled for Thursday, April 25, 2019 and A Day for Meta House, scheduled for Friday, May 3, 2019. We are looking for an energetic, detail-oriented person with event, marketing, public relations, communication or nonprofit management experience who wants to make a difference in the Milwaukee community.

Responsibilities will include:

- Event / logistics coordination
- Database entry
- Written communications, including but not limited to: social media, (e)newsletter stories, website copy, agency brochure copy and letters to agency supporters
- Coordinate mailings
- Web research
- Other duties/projects as determined by intern and team

Preferred qualifications include:

- Thorough understanding of various social media platforms and tools
- Excellent written and verbal communication skills
- Completed or working towards a degree in a related field (Marketing / Communications, Public Relations, Journalism, Nonprofit Management)
- Excellent organizational skills, strong attention to detail, ability to multi-task and meet deadlines
- A valid driver's license
- Excellent computer skills
- Enthusiasm and respect for Meta House mission and the families we serve

Internship position requires 8-12 hours per week, primarily during regular business hours and will last the duration of the Spring 2019 semester. While not paid, this internship may qualify for academic credit. Consult your adviser.

Working relationships: This position reports to the Development & Events Specialist and works collaboratively with the Program & Development Assistant.