



LUTHER MANOR Foundation

Job Description: Event Coordinator Internship

Luther Manor Foundation is offering an exciting opportunity for a motivated and passionate individual to join our team as an Event Coordinator Intern. This internship provides a valuable platform for acquiring and honing essential skills in event planning, marketing, and fund development strategies while actively contributing to the success of our organization. Additionally, working with our elderly residents offers a wealth of unique benefits and rewarding experiences.

Skills to Develop:

- **Event Planning:** Gain hands-on experience in coordinating and executing various events, including fundraisers, donor appreciation events, community outreach programs, and educational workshops. Learn how to conceptualize and design events, create event timelines, manage logistics, and ensure an engaging and memorable experience for attendees.
- **Marketing:** Contribute to the development and implementation of marketing strategies to promote events. Assist in creating compelling event promotional materials, such as invitations, flyers, and social media content. Learn to leverage digital platforms and engage with target audiences effectively.
- **Fund Development Strategies:** Acquire knowledge and skills related to fundraising initiatives. Work closely with the Foundation team to support donor relations activities, including recognition and stewardship efforts. Learn how to cultivate donor relationships, track donations, and contribute to fundraising campaigns.
- **Communication and Collaboration:** Enhance your verbal and written communication skills by engaging with various stakeholders, including team members, vendors, sponsors, and donors. Gain experience in working collaboratively within a team environment to achieve event goals and objectives.
- **Organizational and Administrative Abilities:** Develop strong organizational skills through managing multiple tasks, prioritizing deadlines, and maintaining event databases. Gain proficiency in using event management software and tracking RSVPs. Acquire general administrative skills by preparing event-related reports and assisting with administrative tasks as needed.

Benefits of Working with the Elderly:

In addition to the valuable skills you will develop, working closely with our elderly residents will provide you with a range of meaningful benefits, including:

- **Wisdom and Life Lessons:** Engage with our residents and gain insights from their life experiences and accumulated wisdom. Learn from their stories, experiences, and unique perspectives, which can broaden your own understanding of life.



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- Personal Growth: Witness firsthand the resilience, strength, and determination exhibited by our elderly residents. Their stories of perseverance and courage can inspire personal growth, resilience, and a greater appreciation for life.
- Empathy and Compassion: Working with the elderly cultivates empathy and compassion. You will develop a deeper understanding of the challenges and joys faced by our residents, which can enhance your ability to relate to and support individuals from diverse backgrounds.
- Impact and Fulfillment: Contribute to enhancing the quality of life and well-being of our residents through your event coordination efforts. Experience the fulfillment of making a positive difference in the lives of others and leaving a lasting impact on our community.

Qualifications:

- Student enrolled at UWM
- Compassion for older adults
- Desire to work hard and make a difference
- Coachable spirit
- Good teammate

Duration and Compensation:

This is a part-time internship opportunity, requiring a commitment of 10 hours per week for a period of 9 months. As an intern, you will receive invaluable hands-on experience and mentorship from our experienced team. Wage is \$17/hour.

Work Environment:

90% of work is expected to be completed on site. Office share with foundation staff. Daily interaction with residents, families and other departments. Intern will have to have reliable transportation. Computer will be provided onsite.

Supervision:

This position will report directly to the Executive Director of Luther Manor Foundation.

Application Process:

To apply, please email your resume and a cover letter outlining your interest in the Event Coordinator Internship at Luther Manor to joinourteam@luthermanor.org. Kindly include "Event Coordinator Internship Application" in the subject line.

Join our team and embark on a rewarding journey of learning.