



Events intern

Internship description:

Houses into Homes is 501c3 nonprofit organization that provides gently-used beds, furniture, and household items for families and individuals in Johnson County who are exiting homelessness, domestic violence, and other crisis situations. Our mission is to help people feel the comfort of home and to do so in a way that honors their experience and engages them with unconditional positive regard.

We are looking for an events intern to join the Houses into Homes team for the summer of 2024! This internship is not paid but we are happy to work with you to offer class credit for university requirements. The ideal candidate is communicative, creative, goal-oriented and able to follow through to project completion. Candidates should be enrolled in an undergraduate program in management, marketing, design, communications, journalism, nonprofit management, social justice, or a related field. This internship provides the opportunity to do work that makes a difference in the lives of hundreds of people every year in the Iowa City area and hone project management, marketing, event planning, outreach and networking, and community engagement skills. The intern will work with a collaborative team of 8 employees and numerous dedicated volunteers. The internship is 6-15 hours per week.

Responsibilities:

- Help to develop and execute a volunteer recognition and appreciation program, fundraiser, or event
- Develop materials to support Houses into Homes events
- Outreach to sponsors for Houses into Homes events

Qualifications:

- Enrolled in an undergraduate program in management, marketing, design, communications, journalism, nonprofit management, social justice, or a related field
- Excellent verbal and written communication skills
- Eager to take initiative on event planning and management.
- Thoughtful and friendly with volunteers, donors, and recipients

Benefits of this internship:

- You will contribute meaningfully to the well-being of your community and have a unique opportunity to meet and impact those with whom you share your community.
- Develop project management, marketing, event planning, outreach and networking, and community engagement skills.
- Receive frequent feedback from a co-founder of Houses into Homes.
- You will have the opportunity to provide feedback on the systems and processes of Houses into Homes and propose improvements.