



**Ronald McDonald  
House Charities®**  
Chicagoland & Northwest Indiana

*Celebrating 40 Years*

## **JOB DESCRIPTION**

**Job Title** Special Events Intern  
**Department** Marketing & Communications  
**Reports to** Special Events Manager

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## **Summary**

Interns at Ronald McDonald House Charities of Chicagoland and Northwest Indiana will gain valuable experience learning alongside charity staff. The Special Events Intern will assist with all facets of event planning, auction solicitation, and volunteer coordination for the charity. This position reports to the Special Events Manager and supports the events team in the planning and execution of a wide-range of Chapter and third party events. The events team is part of the Marketing Department, and is responsible for marketing initiatives as they pertain to event planning.

## **Essential Job Functions**

- Work with internal Special Events Team to coordinate all logistical event details such as venue, décor, catering, entertainment, transportation, invitations, special guests, audio/visual requirements, promotional materials, contract negotiations, budget, and event evaluations
- Participate in pre-planning, promotion, and on-site event execution, including set-up and tear-down; assist events team with on-site duties as requested
- Maintain up-to-date event documents including site schedule and show flow
- Procure and organize supplies for events
- Shadow charity staff, contribute ideas and suggestions to enhance projects, attend internal staff and event committee meetings, and assist other departments as needed
- Assist with solicitation for all event auctions and raffles; maintain detailed auction inventory
- Propose new ideas and revenue generating activations to enhance existing events

## **Intern will gain and/or improve upon**

- Communication skills
- Ability to solicit in-kind donations
- Coordination of event volunteers
- Logistical planning and execution of Special Events
- Knowledge of conflict resolution and guest satisfaction
- Ability to work in a fast-paced, mission-driven organization
- Mission driven business practices

**Education and Experience** – An equivalent combination of education, training and experience will be considered.

- Interest in event planning, fundraising, marketing, and community engagement
- Proficiency in Microsoft Suite Office and Adobe Photoshop preferred
- Knowledge and use of digital, social media, and emerging online channels

**Knowledge, Skills and Abilities** which may be representative, but not all-inclusive of those commonly associated with this position.

- Outstanding verbal and written communication skills
- Innovative and creative
- Capable of balancing multiple priorities effectively
- Enthusiastic, self-motivated and committed to excellence
- Resourceful and eager to learn

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

The work environment characteristics described below are representative of those an intern encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Standard work hours for interns are Tuesday-Friday from 9:00 am to 5:00 pm, but this role may require some irregular hours including evenings, weekends, and holidays based on event schedule. The noise level in the work environment is usually moderate. Ability to travel throughout Chicagoland area is required.

**Physical Abilities** that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The physical demands described are representative of those that must be met by an intern to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel; talk or hear. The employee is frequently required to sit. The employee must regularly lift and/or move up to 30 pounds and stand for long periods of time.