



Big Brothers Big Sisters

Little Moments. Big Magic.™

JOB DESCRIPTION

Position Title: Event Planning Intern	Job Code:	Status: Un-Paid, 10-20 hours per week (Service Learning Opportunities Available) <i>Required: Must be available September 2010 through mid-May 2011 and must be available for the majority of Winterim.</i>
Department: Development & Marketing	Location: Eau Claire	
Reports To: Development & Marketing Director	Number of People Supervised: 0	

POSITION PURPOSE

Responsible for supporting the Development and Marketing Department in all aspects of planning, implementing, and marketing the Bowl for Kids' Sake event.

ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)

Sponsorships & Prizes

- Contact local businesses to secure cash sponsorships.
- Contact local businesses to secure prizes for raffles and door prizes.

Marketing

- Develop and implement a marketing plan for Bowl for Kids' Sake.
- Participate in recruiting teams to participate in Bowl for Kids' Sake.
- Assist in creating marketing materials for the event.
- Assist in recruiting new Bowl for Kids' Sake committee members.

Event Details, Logistics, and Planning

- Attend Bowl for Kids' Sake committee meetings and chair the Sponsorships and Door Prizes committee if needed.
- Participate in event planning and develop ideas to strengthen the Chippewa Falls and Menomonie events.
- Participate in organizing event details and logistics.
- Assist in processing in-coming registrations.
- Work with the St. Croix Valley Branch Director to communicate any marketing materials or other event materials as needed.

At Bowl for Kids' Sake

- Attend as many events as possible.
- Assist in decorating, prize distribution, money collection, and running of the event.



<p>Networking & Events</p> <ul style="list-style-type: none"> • Assist in planning or organizing other events as assigned. • Participate in local networking events (such as through the local Chamber of Commerce) to assist in promoting Big Brothers Big Sisters of Northwestern Wisconsin. • Assist with the marketing of Big/Little events. • Attend Big/Little and other events as needed.
<p>Agency</p> <ul style="list-style-type: none"> • Contribute to the fulfillment of the short-term and long-term strategic plan for BBBSNW. • Participate in Agency events
<p>All other duties as assigned.</p>

EDUCATION & RELATED WORK EXPERIENCE
<p>Education Level: (minimum & preferred educational requirements necessary to perform this job successfully)</p> <p>Preferred Junior standing. Preferred: Coursework related to marketing, communications, and/or event planning.</p>
<p>Years of Related Work Experience : (minimum & preferred related work experience necessary perform this job successfully)</p> <ul style="list-style-type: none"> • Two years of work experience.

SKILLS AND KNOWLEDGE		
<ul style="list-style-type: none"> • Thrive in a dynamic environment, be open to new ideas, and have the ability to analyze a variety of media for effective communications. 	Required X	Preferred
<ul style="list-style-type: none"> • Communicate well in writing and orally. 	X	
<ul style="list-style-type: none"> • Possess superb organizational and time management abilities. 	X	
<ul style="list-style-type: none"> • Demonstrate an ability to work independently and be a self-starter in a team-oriented environment and work congenially with staff, Board members, donors, adult volunteers, youth, and others. 	X	
<ul style="list-style-type: none"> • Demonstrate an ability to organize complex materials, manage more than one project at a time, and communicate comfortably in a professional setting. 	X	
<ul style="list-style-type: none"> • Must work with a high degree of flexibility, accuracy, and attention to detail in a fast-paced environment with numerous deadlines and pressures. 	X	
<ul style="list-style-type: none"> • Have professional maturity to respond to urgent matters and/or crisis situations, as needed. 	X	
<ul style="list-style-type: none"> • Be genuine in commitment to the fulfillment of the agency mission. 		X

**TRAVEL REQUIREMENTS (LIST AS A % OF TOTAL WORK TIME)****About
15%****WORK ENVIRONMENT/PHYSICAL REQUIREMENTS****(Describe any specific work place conditions and/or physical abilities that are related to and/or required by this job)**

- Able to lift 25 lbs.
- Must own, or have access to, a vehicle.

Core Competencies	High Performance Indicators
Creativity & Innovation	Able to generate creative ideas to solve problems and improve work methods; apply novel approaches to improve or enhance results; collaborate with team members to share best practices and brainstorm creative approaches; assess situations to uncover new opportunities or overcome obstacles.
Customer Focus	Able to build strong working relationships with external customers; identify unexpressed customer needs and potential services to meet those needs; independently anticipate and meet customer needs; prioritize work in alignment with the needs of the customer; use knowledge of customer to improve own work results.
Gets Results	Able to demonstrate high personal work standards and a sense of urgency about results to meet goals and deadlines; maintain high performance by viewing failures as learning opportunities and rebounding quickly from setbacks or rejections; persist in the face of repeated challenges; accept responsibility for the outcomes of his/her own work.
Relationship Building	Able to build rapport and cultivate effective short and long term relationships with others; adjust own interpersonal approach to fit others' perspectives, needs, cultures, or styles; recognize the impact of one's behavior on others; utilize a range of internal and external networks and resources to meet job responsibilities and reach specific influential people.
Flexibility & Achieving Change	Able to adapt to shifting priorities in response to the needs of external clients; quickly recognize situations/conditions where change is needed; work to clarify situations where information, instructions, or objectives are ambiguous; support organizational change.



Influencing	Able to persuade and enlist others' support in accomplishing objectives; effectively "sell" benefits of service to others; use data, logic and/or customer testimonials to influence others; develop effective working relationships with others who can help promote acceptance of own ideas; use different influence approaches as appropriate.
Planning & Organizing	Able to create and execute a plan of action to meet targets; balance the need for long term planning with short term objectives; avoid wasting time and resources on tasks that yield low value; monitor the progress and impact of assignments.
Strategic Alignment	Able to align own work objectives with the organization's strategic plan or objectives; take organizational priorities into consideration when making choices and trade-offs in own work; act with an understanding of how the community drives/affects the business; maintain perspective between the overall picture and tactical details.

Equal Employment Opportunity

Big Brothers Big Sisters of Northwestern Wisconsin provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Big Brothers Big Sisters of Northwestern Wisconsin may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date:	Revision Date:
Supervisor: I have approved this job description and reviewed with my employee.	
Signature: _____	Date: _____
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature: _____	Date: _____
Human Resources:	
Signature: _____	Date: _____