



## **Internship Announcement: Events and Membership Intern**

### **Position Overview**

The Events and Membership Intern will focus on supporting Walk SF's membership program and events like our Monthly Walks, Walk to Work Day and the new 49 Mile Scenic Walk.

**Principal responsibilities** include, but are not limited to:

#### ***Events***

- Support and coordinate Walk SF events, including large, public events and smaller member, volunteer, and partner events, together with Walk SF staff, volunteers, and board members through managing event supplies, sponsorship stewardship, and attendee information.
- Execute pre-event logistics, drafting communications, coordinating volunteers, and managing Eventbrite.
- Deliver on-site support during events.

#### ***Membership and Development***

- Support campaigns and staff outreach activities to engage Walk SF constituents to meet membership and advocacy goals through membership communications, mailings, and outreach.
- Manage member and volunteer data.

### **Required Qualifications and Skills**

- Excellent writing skills
- Strong attention to detail
- Strong interpersonal communication
- Thrives in a fast-paced environment
- Proactive, flexible, and creative attitude
- Proficiency in computer skills including Google Suite and Microsoft Office
- Commitment to Walk SF's mission

### **Preferred Qualifications and Skills**

- Experience supporting and coordinating events
- Non-profit experience
- Experience with Adobe Suite

## **Internship Details**

8 hours per week commitment required for at least three months starting in February. Internship is based at the Walk SF Office in Hayes Valley. The intern will be able to make their own hours between Monday to Friday 9am-6pm. There will be occasional evenings, weekends and non-office events that we will expect the intern to attend (e.g. Walk to Work Day on 4/10 morning). Our Events & Membership Intern will receive a \$250 per month stipend upon full completion of internship hours each month.

## **How to Apply**

Please email a letter expressing why you are great for this position along with your resume, and short writing sample to [brian@walksf.org](mailto:brian@walksf.org) with Subject: Internship Application. Our intern will start the week of February 18.