



## Special Events Intern

**Summary Description:** To further the mission of Capital Roots by assisting with event planning and solicitation of donations for Capital Roots fundraising events. Capital Roots values its interns, and you will join a productive, hardworking, and friendly team. This minimum 12 hours per week internship is designed to be both educational and practical providing professional experience in outreach, networking and event planning. The Special Events Intern reports to the Events Coordinator. This internship does not provide a stipend, but has the potential for academic credit.

### Responsibilities:

- Work with the Events Coordinator to plan logistics and details for Capital Roots fundraising events
- Assist in coordinating silent auctions, raffles and other event on-site fundraising opportunities
- Assist with processing, entering and tracking fundraising event gifts and pledges
- Support and attend fundraising events
- Secure and coordinate with local businesses to display event promotional materials in their businesses and store fronts
- Conduct outbound calls to potential partners – including past supporter, past attendees, restaurants, chefs, farms and beverage purveyors
- Other tasks as assigned by the Event Coordinator, Chief Development Officer or CEO

### Qualifications:

- Current college student pursuing a degree with an interest working in event planning or not-for-profit management
- Excellent communication skills, both verbal and written
- Must be flexible and comfortable interacting with various constituencies, including but not limited to donors, volunteers, board members and constituents
- Proficient in Microsoft Office applications and web
- Demonstrated time management, project management and organizational skills
- Successful candidate must possess a genuine interest in the mission of Capital Roots

### Skills Gained:

- In- depth understanding of development and event fundraising
- Greater awareness of leadership and strategic planning concepts
- Ability to develop relationships with community leaders
- Higher level of communication abilities

**About Capital Roots:** Capital Roots is striving to create a more vibrant and equitable food system in New York's Capital Region. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to nourish healthy communities by providing access to fresh foods and green space for all in support of a robust region food system. **To learn more about Capital Roots, go to [www.capitalroots.org](http://www.capitalroots.org).**

Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position, especially candidates of color. We encourage all qualified candidates to apply. We seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds and lived experiences.

**Send cover letter and resume (no calls please) to:**

Laurie Miedema, Chief Development Officer

Capital Roots | 594 River Street | Troy NY 12180 | email: [developmentofficer@capitalroots.org](mailto:developmentofficer@capitalroots.org)