

Fall Benefit Intern

Intern Position: Event Planning/Event Coordinating
Start Date: Summer-Fall 2008
Time Commitment: 4 hours/week; 10 preferred
Schedule: Flexible
Pay Rate: No Pay/Volunteer

Skills Needed:

- Excellent organization skills
- Self-motivated & enthusiastic
- Responsible & flexible
- General office skills
- Proficient with MS Word, Excel etc.
- Strong verbal & written communication skills
- Previous event experience a plus
- Strong computer skills/Macintosh experience a plus

Event Planning/Event Coordinating:

The primary function of this position is to assist in coordinating the 11th annual *Instrumental Evening for the Earth* benefit fundraiser to be held in November 2008. Specific duties will include coordinating event logistics and volunteers, preparing event marketing and media materials, building sponsorships, organizing auction items, preparing print materials, and correspondence with venue and catering service.

Event and Organization Background:

Earth Day Coalition is Cleveland's only environmental education non-profit organization. Its mission is to provide education, inspire leadership and encourage action for a healthy environment. Earth Day Coalition's year-round programs include: community pollution prevention and sustainable economic development with the Sustainable Cleveland Partnership; student leadership development and service learning with the Student Environmental Congress; cleaner transportation with the Clean Fuels Program; air pollution training and monitoring with the Clean Air Program; and EarthFest, Ohio's largest environmental education event.

The *Instrumental Evening for the Earth* is Earth Day Coalition's annual fall benefit fundraiser. This unforgettable evening features an intimate performance from members of the world famous Cleveland Orchestra and friends, a gourmet reception and silent auction hosted by Cleveland celebrities known for their environmental advocacy.

For More Information Contact:

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