

Conservation Northwest Auction Intern (Based in Seattle)

Special events are an integral part of fundraising for most non-profit organizations, and Conservation Northwest would like to extend the opportunity to be a part of bringing together our **annual Hope for a Wild Future auction, which will be held on April 12th, 2018 in Seattle**. The skills you stand to gain from such an experience will serve you well in your future, regardless of career choice. You will come to understand the role of a development team and what day-of event management looks like. As intern, you will be responsible for procuring auction items, researching potential donors, tracking RSVPs, and entering item descriptions into our auction software program. The intern(s) will be a leader at the event, enlisting and managing volunteers, as well as assisting in implementing event logistics to ensure the auction runs smoothly. We also welcome input on creative development and event logistics.

We're looking for one or two dedicated intern(s) to help us with all facets of the planning and execution of this event in an open, friendly work environment. **This internship is based out of our office in Seattle**. The auction intern(s) will report to Heather Hutchison, the Auction Coordinator and Membership Associate.

Benefits

- Gain insight into a potential career in non-profit event planning or fundraising
- Connect with professionals in the field
- Gain experience with donation solicitation
- Develop database skills
- College credit is available, as arranged through your educational institution
- Potential to extend internship and explore other areas of non-profit work

Timeline/Compensation

- Ideally would start in early to mid-October 2017. A 7-month commitment is preferred, depending on applicant's goals and experience.
- 15-20 hours/week, primarily during business hours except for the week of the event
- **Must be available** for extended hours and several evenings leading up to the auction on April 12, 2018, as well as 15-20 hours/week over the week or two following the event
- Compensation: Documentation to obtain college credit and a stipend of \$400/month

Skills Required

- Intermediate Excel and Word skills (PowerPoint and Photoshop skills desired)
- Coursework or experience in fundraising, business, events, and/or marketing a plus
- Confident, friendly demeanor; comfortable asking businesses for donations
- Great oral and written communication and ability to make requests professionally over the phone
- Ability to work independently and creatively, especially under pressure and with hard deadlines
- Strong attention to detail, organizational skills, and a willingness to help with routine tasks
- Passion for Conservation Northwest's work

To Apply

Send a complete cover letter addressing your interest and qualifications, along with resume, to hhutchison@conservationnw.org

We welcome new and diverse people to join our great team and organization. Conservation Northwest is an equal opportunity employer committed to creating a welcoming work environment. CNW does not

discriminate based on age, race, creed, gender identity and/or expression, religion, marital status, veteran status, national origin, disability, or sexual orientation. All people are encouraged to apply.

For more information about Conservation Northwest, please check out our website at www.conservationnw.org.