



Humbly I Serve Job Description

Job Title: Event Coordinator Intern
Department: Humbly I Serve
Reports To: HIS Staff
Start Date: Year Round

SUMMARY OF POSITION:

The Event Coordinator Intern will be responsible for setting up a display and attending venues, shows, fairs, church functions, meetings or any place Humbly I Serve has a booth.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Be available for events, tables, and shows to represent Humbly I Serve and its two projects, HIS Vision and HIS Kids.
2. Be sure that the necessary paperwork for each event has been completed.
3. Communicate and solicit donations for needed supplies for each event.
4. Meet with HIS Staff weekly to get lists and tasks that need to be completed as well as to update and review calendar of events. (Also will receive tasks from the Founder and President, depending on tasks that need to be completed).
5. Works to help advertise for and solicit volunteers in order that each event is sufficiently supported.

QUALIFICATIONS

Time commitment

To fulfill the tasks of this job successfully, an individual must be able to perform each essential duty satisfactorily. All HIS interns are required to fill 20 hours a week.

Communication skills

The applicant must feel comfortable talking on the phone and in person during this internship as a large part of the responsibility is building relationships. Also necessary is the ability to affectively and compellingly communicate the heart and vision of the ministry and the purpose of requests related to the ministry in a professional, kind manner, reflecting God's love in each interaction.

Creativity

Applicant must be able to think out of the box concerning ways in which volunteers can be solicited and contacts can be made to set up events and meetings.

ENCOURAGED ACTIVITIES

Humbly I Serve encourages all employees, volunteers and interns to like and share our facebook page, posts and follow us on Twitter. Humbly I Serve also encouraged employees, volunteer and interns to share about the organization with their close peers and look for potential opportunities for the organization to grow into the community. We also encourage that interns purchase HIS Vision apparel or carry HIS Vision / HIS Kids materials with them, ready to share if the opportunity arises. We also encourage volunteers/interns to give \$10 a month and commit for one year to continue to legacy of their hard work.