



**Position:** Event Intern

**Reports to:** Events Director

**Status:** Temporary Intern (5-6 months)

**Standard Work Schedule:** 8-12 hours per week, plus additional time during events

**Starting Hourly Range:** 19.00 per hour

**Location:** Sacramento, CA

**Benefits:** Sick time

Head Start California is a nonprofit association serving Head Start preschool programs throughout the state. As an Event Intern, you will learn to support the planning, coordination, and execution of conferences and advocacy events. This internship offers valuable hands-on experience in event management, providing an opportunity to develop skills in organization, communication, problem-solving, and teamwork within a dynamic and fast-paced environment.

The focus of this internship will be on three events: Educator's Conference (February – San Francisco), Advocacy Day (March - Sacramento), and Manager's and Director's Institute (April – Newport Beach). You will work closely with our whole team, but especially our Events Director and Engagement Coordinator. Ideally, you will be able to attend all three events (with all expenses paid). This position is primarily remote, with one partial day per week in our Sacramento office, plus in-office event preparation days as needed.

This internship is ideal for a student studying Hospitality Management, Event Planning, Marketing, Communications, Political Science, or a related field.

**What you will learn:**

- The basic operations of a nonprofit association
- Working with volunteers and committees
- Best practices in event planning and production
- The basics of state and federal advocacy, including meeting with legislators

**Your activities will include:**

- Assisting with the coordination of event speakers, including sending individualized email reminders, making phone calls, providing instructions, and aggregating and sending evaluations.
- Assisting with tracking and delivery of sponsorship benefits.
- Assisting with the build of event platforms, apps, social media, and other attendee facing event engagement tools.
- Aiding in the creation and distribution of event materials, including invitations, agendas, surveys, and promotional materials.
- Providing on-site support during events, including set-up, registration, attendee assistance, and breakdown.
- Assisting in post-event activities, such as collecting feedback, analyzing data, and compiling reports.
- Assisting with event-related social media posts.



- Coordinating with legislative offices to schedule legislative visits for members and parents and tracking scheduled visits.
- Requesting, coordinating, tracking, and making signage for gift cards and other donations for raffle prizes.
- Assisting with webinar production as needed.

**Skills / Abilities**

- Strong time-management skills with the ability to organize and prioritize multiple tasks.
- Good team player with the ability to work collaboratively in a team environment.
- Ability to work with diverse people and cultures.
- Familiar with technology, and specifically in Microsoft 365 (Word, Excel, PowerPoint, SharePoint, Teams, OneDrive, etc.), Canva, Zoom.
- Ability to lift and carry supplies and equipment weighing up to 50 pounds.

**Preferred**

- Experience in event planning and production, social media marketing, or other tasks relevant to the duties herein
- Knowledge of / interest in Head Start or Early Head Start (preference will be given to Head Start alumni)
- Bilingual, bi-literate, English/Russian, English/Punjabi, English/Hmong, and/or other language ability based on program needs preferred