



Position: Event Intern

Reports to: Events Director

Status: Temporary Intern from January 2026 – May 2026 (5–6 months, aligned with HSC’s event season)

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

Starting Hourly Range: 20.00 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 conferences throughout California: Annual Conference (February – Ontario), Advocacy Day (March - Sacramento), and Managers & Directors Institute (April – San Francisco). 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 (Tuesday morning) 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, or a related field.

What you will learn:

- The basic operations of a nonprofit association
- Working with volunteers and committees
- Best practices in conference / meeting planning and production

Your activities will include:

- Assisting with the coordination of conference and institute speakers, including sending individualized email reminders, making phone calls, providing instructions, and aggregating and sending evaluations.
- Assisting with tracking and delivery of sponsorship benefits and exhibitor registrations.
- Assisting with the build of conference platforms, apps, social media, and other attendee facing engagement tools.
- Aid in the creation and distribution of materials, including invitations, agendas, surveys, signage, badges, and promotional materials. Provide on-site support during events, including set-up, registration, attendee assistance, and breakdown.
- Assist in post-conference activities, such as collecting feedback, analyzing data, and compiling reports.
- Assist with conference-related social media posts.
- Coordinate, track, and develop signage for gift cards and other donations for raffle prizes.



- Assisting with webinar production as needed.

Skills / Abilities

- Excellent time-management skills with the ability to organize and prioritize multiple tasks effectively.
- Strong team player with a collaborative and solution-oriented approach.
- Demonstrated ability to work with individuals from diverse backgrounds and cultures.
- Familiar with technology, specifically Microsoft 365 (Word, Excel, PowerPoint, SharePoint, Teams, OneDrive, etc.), Canva, and 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 this position.
- Familiarity with event management platforms—such as PheedLoop (the platform we use), Cvent, Whova, or Bizzabo—is highly desirable.
- Knowledge of and/or interest in Head Start or Early Head Start (preference will be given to Head Start alumni).
- We are seeking a candidate who is fluent in both English and languages other than Spanish as we currently have staff who are bilingual in Spanish.