



### Event Planning Intern Position Description

The Florida Springs Institute (FSI) is looking for a dedicated and responsible individual to fill the position of “Event Planning Intern” from May 6, 2019 through August 16, 2019. During this time period, interns are expected to provide 15-20 hours (approximately 2-3 days) per week of assistance to FSI staff at our office located in High Springs and/or other off-site event locations. This position is unpaid.

As an Event Planning Intern, you may be asked to complete the following tasks and objectives:

- Planning and preparation for on-site and off-site events that FSI hosts or participates in;
- Assistance with in-person and online communication and marketing regarding FSI events;
- Assistance with FSI tabling events; and/or
- Planning, coordination, and assistance with FSI fundraising nights.

These tasks will be completed under the direct supervision of FSI staff. Upon successful completion of the internship, as determined by your supervisor, you will receive a recommendation letter from the Florida Springs Institute (upon request).

An ideal candidate will:

- Be comfortable communicating with others in person, by phone, by email, or via social media;
- Have completed some college coursework in event planning, marketing, and/or communications, and
- Have a passion for springs and their protection and restoration.

All candidates **MUST**:

- Provide their own transportation to the FSI office and/or other off-site meeting locations; and
- Have access to a laptop that can be used throughout the internship period while working at the FSI office.

Interested candidates should email a cover letter that addresses why they are interested in this position and why they would be a good addition to the FSI Team, as well as a copy of their resume, to FSI Development Director, Melissa Redon, at [mredon@FloridaSpringsInstitute.org](mailto:mredon@FloridaSpringsInstitute.org).

Applications will be accepted for this position until the position through April 22, 2019. Applicants may be asked to attend an interview during or following the application period.

If you have any questions about this position or another internship position available with FSI, please contact us at (386) 454-9369.