



DON'T MESS WITH DRUGS FOUNDATION

Event Planning and Implementation Intern

Don't Mess with Drugs Foundation provides education, mentoring and rehabilitation services to improve young people's lives and to save lives. It is a non for profit charity.

Vision and Mission:

To create a better Australia around us. To have a positive impact on those who misuse and abuse drugs, and help them through education, mentoring and rehabilitation to have healthy and meaningful lives.

Why we exist?

Young lives are at risk and impact on the whole community. We will not sit on the sidelines and not do anything about it.

Position: Event Planning and Implementation Intern

Description:

.DMWD Foundation offers an exciting volunteer opportunity for someone who is interested in planning events for non-profit organizations. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required.

Responsibilities:

- Assist staff with logistical coordination for events
- Support sponsorship recruitment process for events
- Support solicitation of in kind donations for events
- Prospect research on individuals and corporations
- Assist with data entry related to event
- Clerical event and fundraising administrative support, such as acknowledgement letter production
- Customer service excellence in response to donor's inquiries
- Make appreciation phone calls to donors
- Assistance with other administrative duties as assigned





Event Planning and Implementation Intern

Qualifications:

- Attention to detail is extremely important for this position
- Excellent written, oral and interpersonal communication skills. In particular, the ability to understand and organise detailed information
- Proficient computer skills in Microsoft Word, and Excel
- General knowledge of data base management and ability to do data entry concisely
- General knowledge of non-profit organizational practices
- A professional demeanour with an aptitude for analytical thinking and problem solving.
- Responsible, well organized, and demonstrates initiative
- Ability to work under pressure with tight deadlines
- Ability to synthesize information and write concisely
- Ability to work independently and collaboratively
- Must have excellent customer service skills

Start Date: TBC

Hours: 10 hours per week

Compensation: This is an unpaid internship. However, academic credit may be applicable pending the circumstances.

Benefits to Intern:

- All work and participation is supervised
- All work has clear instructions, guidelines and learning outcomes
- There is feedback and communications at regular points during the intern period
- Work is assigned on ability, interest area and relevance to study and course
- Varied level of work and different types of challenging tasks to suit students
- Hours are flexible and adjusted to individuals and tasks allocated during intern period
- Tea, coffee, lunch provided
- Safe work environment
- Reference will be provided if required at the end of the internship
- Potential for some paid work after intern period and study is completed
- Monday to Friday
- If required for field work during the weekend –non intern terms may/will apply
- DMWD is an Equal Opportunity Employer

