

## **Special Events Intern**

### **Organization Summary:**

VEAP operates the largest food shelf in Minnesota and is the largest and longest running economic support agency in the communities of Bloomington, Edina, Richfield, and South Minneapolis.

Since 1973, VEAP's basic needs programs have worked together to help alleviate the financial stress that results from unexpected expenses or lapses in income. VEAP serves the residents through a unique mix of professional and volunteer services. It is the only agency of its kind in the communities it serves that uses the efforts of hundreds of volunteers to provide thousands of services to working poor and low-income families and individuals.

VEAP's four main programs of Food Services, Children and Youth Services, Social Services and Transportation Services focus on prevention and early interventions and are designed to ensure families remain stable during a financial crisis, to have support and the opportunity to get back on their feet quickly.

Location: Twin Cities Metro  
Category: Intern  
Job Type: Part Time

Activity Area: Food and / or Housing Related  
Closing Date: open until filled  
Salary: Unpaid

#### Primary Duties:

VEAP is seeking administrative support for their largest fundraiser, the VEAP Holiday Benefit, held on November 18, 2011. This intern will assist with donor follow up, data entry, preparation of auction packages, guest table layout, along with event program layout and design. Involved in all aspects of the event, including post-event communication. This internship is 10-20 hours a week from September thru December. This is a great internship for individuals pursuing a degree in communications, marketing, special event planning or non-profit management.

#### Experience

- Excellent written and verbal communication skills required
- Attention to detail with ability to communicate effectively and professionally
- Flexible, with willingness and ability to work independently
- Proficient using Microsoft Office products
- Knowledge of the internet and website platforms and social media sites
- Knowledge of In-Design preferred

#### **How to Apply:**

Cover letter and resume to Sharon Paulson at [sharonp@veapvolunteers.org](mailto:sharonp@veapvolunteers.org)

Mailing Address:  
Sharon Paulson  
Events Coordinator  
9728 Irving Avenue South  
Bloomington, MN 55431

No phone calls please

Position Summary: The Volunteers Enlisted to Assist People (VEAP) Advancement Department is seeking an intern to **provide support in all aspects of a large fundraising event for the 2011-2012 academic year.**