



Events Intern

Positions Available: 1-2 (Winter/Spring semester)

Classification: Unpaid

Hours: Flexible within normal business hours

Location: in-person, in-office, 6700 Baum Drive, Suite 7, Knoxville, TN 37919

The Events Intern will primarily assist with our Grandstand Classic's Silent Auction. This event engages our supporters of Make-A-Wish East Tennessee's mission and is our major fundraising event of the year. Proceeds help grant life-changing wishes for kids with critical illnesses.

The intern will play a vital role in assisting with the silent auction and may also be asked to assist with other events, marketing projects, social media promotions, wish reveals/celebrations, and fundraising activities.

The intern will work in the office at a dedicated desk with a supplied laptop computer.

Duties include but are not limited to:

- Work with the Grandstand Classic Committee to procure auction items
- Maintain silent auction database of all solicitations and items
- Ensure all items are picked up and/or gift certificates are created
- Design the display of the silent auction
- Plan the silent auction set-up/tear-down
- Ensure payments are processed and distribute items in a timely manner
- Facilitate social media posts
- Perform other related duties as required to support and strengthen the mission

Ideal candidate(s):

- Good communication skills, orally and written
- Works well with others, contributes to a positive team environment
- Demonstrates leadership and decision-making abilities
- Initiates things independently to help improve the organization
- Reliable and inspires trust in others
- Treats everyone with respect and maintains a high level of professionalism

For more information and to express interest, contact Ellen Suchomel at esuchomel@etn.wish.org or (423) 551-3270