



Cleveland County Habitat for Humanity

Internship Title:	Event Planner	Category:	Fundraising
Department/Group:	Administration	School	
Location:	Admin Office	Travel Required:	In town
Paid/Unpaid		Position Type:	Intern
CCHFH Contact:	Andrea Marler, Deputy Dir.	Date Posted:	2/15/2018
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Ongoing
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
EMAIL: andrea@cchfh.org Subject Line: Internship Position		MAIL: ANDREA MARLER Cleveland County Habitat for Humanity 1100 W. Main St., Suite 100 Norman, Ok 73069	
Internship Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Will help develop and implement events for CCHFH. This may include fundraising events, general community partnership activities where CCHFH has a presence, and advertising/marketing event planning. Events range in size from large scale ball/gala events to smaller press events. Tasks may include everything from invitations, auction procurement, food and beverage plans, entertainment, decorations, and working at the events.</p> <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Must have some college experience and have a demonstrated passion for service</p> <p>PREFERRED SKILLS</p> <ol style="list-style-type: none"> 1. Organization 2. Excellent attention to detail 3. Flexibility 4. Computer Skills 5. Event Planning experience preferred 6. Creativity 7. An adventurous and generous attitude <p>ADDITIONAL NOTES</p> <p>CCHFH is an affiliate organization of Habitat for Humanity International. A background check, sex offender registry check, and a valid state ID are required.</p>			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

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Cleveland County Habitat for Humanity