# YMCA AT VIRGINIA TECH

## Special Events Intern

**FEDERAL WORKSTUDY** ELIGIBLE STUDENTS ONLY

**Overview**:

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| Title: | **Special Events Intern** |
| Hours per week: | **10 hours**, on average |
| Rate of pay: | **$20.00 per hour** |
| Time period: | 2025/26 academic year |
| Schedule | Flexible; some evenings and weekends required |
| Positions: | 1 position available |
| Synopsis: | Oversee various aspects of event planning and execution, making sure that every event achieves its goal(s). |

**Job Description**

**Summary**

The Y at VT offers meaningful paid internship positions that provide students with hands-on experience, applying concepts learned through coursework to real-world situations.

Reporting to the YMCA's Director of Community Engagement, the Special Events Intern oversees all aspects of event planning and execution, making sure that every event achieves its goal(s). S/he will proactively work to favorably position the Y at VT on the Virginia Tech campus and throughout the New River Valley through the Y's events.

**Responsibilities:**

- Intentionally develop and structure events so as to achieve the following:
  - Increase revenue to the Y
  - Enhance the Y's positioning and image within the community
  - Showcase the Y's programs, outreach activities, volunteer service, etc.
  - Leverage volunteer engagement (VT students, community volunteers, etc.)
- Coordinate volunteers
  - Assist in recruiting and training volunteers
  - Assign work groups for the various events, delegating work to volunteers
  - Ensure progress is being made and milestones / objectives are being achieved
- Assist in managing events that the Y offers and/or in which we have a presence

    - Special Events (fundraising), such as:
        - Craft Fair and Book Fair
        - Empty Bowls and PI Day pie competition
        - Monthly percentage nights at local restaurants
        - 50/50 raffle and Lancaster House parking raffle
        - Others as identified
    - Community Events
        - Y Center Open Houses / thank you events
        - Veteran's Day appreciation event
        - Others as identified
- Assist with marketing strategies and materials that increase event participation
- Develop ideas for new events which help strengthen the Y

**Experience and Qualifications:**

- An interest in events management and production, as well as marketing, PR, and communications.
- Ability to complete assignments on time and work within tight deadlines
- Demonstrated commitment to working collaboratively with colleagues and other community organizations
- Comfort with on-line tools and resources
- Attention to detail
- Proficiency with Microsoft Office Professional Suite
- Excellent oral and written communication skills

At the YMCA at Virginia Tech, strengthening community is our cause. Since 1873 we've worked side-by-side with our neighbors, volunteers and partners to build community in the New River Valley through leadership, learning, and service; providing opportunities for individuals and families to learn, grow, and thrive. We strive to build community by:

- Nurturing the potential of children and young adults through academic enrichment, after-school, and leadership development programs
- Improving the health of well-being of individuals and families within the New River Valley through continuing education, food security, and wellness programs
- Leading by example as a socially responsible organization offering community recycling programs, promoting a sustainable food system, providing meaningful volunteer opportunities, and serving as a philanthropic partner for mission advancement.

Join us in creating lasting personal and social change throughout the New River Valley as a member of our staff team. To learn more about the YMCA at Virginia Tech, our programs and services please visit www.vtymca.org.

**TO APPLY:**

Review of applicants will begin immediately. Please send cover letter and resume to laureen.blakemore@vtymca.org; include "Special Events Intern" in subject line. Feel free to call (540) 961-9622 with questions.