

Title: Event Planning Intern, Fund for Education Abroad
Job location: D.C. Area
Start date: August 2021
Stipend: \$1,500
Hours: Approx. 20 hours/week; August - December
Contact: Lyndsi Jones, fea@fundforeducationabroad.org

The mission of the **Fund for Education Abroad (FEA)** is to provide scholarships and ongoing support to students who are underrepresented among the U.S. study abroad population. FEA makes life-changing, international experiences accessible to all by supporting students of color, community college, and first-generation college students before, during, and after they participate in education abroad programs. FEA is an independent non-profit organization that is not affiliated with any one provider or institution.

Description of the Internship

The **Event Planning Internship** was created to assist in increasing brand engagement in the post-COVID landscape. The intern will assist FEA in coordinating fundraising events (in-person, virtual, and hybrid are all likely), as well as planning and implementing a series of webinars for FEA alumni. The intern will work directly with platforms such as Donor Perfect, Paybee, Streamyard, Youtube Live, and more.

Major benefits for the intern include gaining important knowledge of nonprofit administration, access to training in marketing, communications, and fundraising, and a network of committed professionals across international education, philanthropy, and other fields. Because FEA is a small non-profit with two full-time staff members, interns will get hands-on experience in a variety of areas and will have the opportunity for meaningful involvement in shaping the direction of the organization.

FEA believes strongly in the principle of providing interns with clear expectations, useful evaluation, and flexibility to explore their professional interests. FEA expects this position to provide the intern with relevant skills and training as well as important feedback.

Key Responsibilities:

- Assisting FEA staff in planning and implementing fall events, including a virtual fundraiser, in-person seated dinner, and more (this may include in-person site visits, catering tastings, and more)
 - Researching new event ideas to increase brand engagement with donors, scholars, and other supporters
 - Preparing for the fall Board of Trustees and Access Advisory Board meetings in November
 - Planning and implementing a webinar series for FEA alumni and scholars to engage with the organization
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- Other tasks as needed

Required Skills:

- Academic or professional experience in event planning, public relations, marketing, or mass communication
- Strong organizational and research skills
- Excellent oral and written communication
- Professionalism when dealing with clients and colleagues
- Attention to detail
- Facility with Microsoft office
- Passion for education and equity
- Ability to work with minimal supervision

Bonus Skills:

- Knowledge of other countries or languages
- Travel and cultural background
- Interest in nonprofit management, marketing, and customer service
- Ability to work on several projects at one time, to work under pressure, and to meet deadlines
- Commitment to increasing access for underrepresented students
- Adaptability and flexibility--and a sense of humor!

To Apply:

Please send your resume, two references, and a cover letter to jobs@fundforeducationabroad.org (please include "FEA Events Internship" in the Subject Line).
