



Community Relations and Event Planning Intern

Job Location: Tulsa, Oklahoma, United States

Reports To: Community Relations Manager

Job Description:

Rebuilding Together Tulsa (RTT) seeks an enthusiastic, self-motivated and creative intern to support and grow our public relations and marketing efforts and assist in the planning and execution of RTT's Fundraising Special Events. This position offers a unique opportunity to quickly gain knowledge and experience on the day-to-day efforts necessary to help non-profit organizations with their public relations, marketing, and event initiatives. The intern will work directly with the Community Relations Manager, Special Events Coordinator and occasionally interface with clients. Those with strong writing skills, an interest in public relations, marketing and event planning as well as nonprofit initiatives are particularly encouraged to apply. Candidates will be responsible for:

- Reaching out to local businesses to procure donations for special event silent auction
- Working with Community Relations Manager on Special Event Marketing and Promotional materials
- Attending Special Event Committee Meetings
- Working closely with Community Relations Manager and Special events Coordinator on event logistics
- Attending special event and help with day of logistics
- Creating and managing monthly fundraising events at local restaurants and businesses
- Updating the web site
- Updating blogs, creating slideshows and videos
- Writing client and event stories
- Writing donor and volunteer spotlights
- Writing press releases as needed
- Other duties, as assigned.
- Must be excellent in written communication, social media and a quick learner. Anticipate 10 hours per week with flexibility in scheduling.

Job Requirements:

- Interest in planning and organizing successful events in the nonprofit sector
- Creative thinker and problem solver
- Willingness to be flexible
- Strong computer and internet skills; knowledge of and enthusiasm for web-based applications
- Strong verbal and written communication skills
- High energy; commitment to social change
- Ability to multitask, handle details, and work independently

How To Apply: Send your resume kelly@rebuildingtogethertulsa.org

Deadline: Applications accepted throughout the year