



### **Special Events/Communications Intern**

**Job Location:** Tulsa, Oklahoma, United States

**Hours:** 6-10 hours per week

**Reports To:** Community Relations Manager

**Job Description:** Rebuilding Together Tulsa (RTT) seeks an enthusiastic, self-motivated and creative intern to support and grow our Special Events and Community Relations Departments.

*Mission: To bring volunteers and communities together to improve the homes and lives of low-income homeowners.*

*Vision: A safe healthy home for every person*

- Work with staff team to accomplish mission and vision
- Participate in Rebuilding Together Tulsa special events and other ongoing projects as needed
  - Solicit and procure auction items for silent auctions at RTT hosted events and events where RTT is the beneficiary
  - Assist with event logistics as needed
  - Procure volunteers for RTT related special events
  - Attend Event Committee meetings
- Writing client and event stories
- Creating posts for Twitter/Facebook/LinkedIn/Other Social Media platforms
- Assisting in creating mission related videos
- Must be excellent in written communication, social media and a quick learner.
- Work directly with clients:
  - Update client files/data entry via web-based application Apricot

#### **Job Requirements:**

- Strong computer and internet skills; knowledge of and enthusiasm for web-based applications
- Strong verbal and written communication
- High energy; commitment to social change
- Ability to multitask, handle details, and work independently
- Well developed organization skills with a solid orientation to detail.
- A self-starter with a strong desire to learn.
- Ability to work independently and as part of a team
- Patience, curiosity and flexibility; a sense of adventure and a willingness to try new things

**How To Apply:** Send your resume to [kelly@rebuildingtogethertulsa.org](mailto:kelly@rebuildingtogethertulsa.org)