



<https://hsmgr.org>

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Hope for Single Moms Event Coordinator Internship

If you have exceptional organizational skills and love planning events, join our team as the Fashion for a Future 2023 event coordinator intern. You will be the “go-to” person for the event and will coordinate everything from a big-picture viewpoint to an uplifting and compelling experience for our event sponsors and guests. We are passionate about our mission and want to transmit that passion to event attendees. Apply for this internship and become part of a movement to build strong families in West Michigan!

Our Mission is to invite the community to walk alongside single moms to decrease the loneliness and isolation they feel, to give hope and encouragement on their student parent journey to becoming financially stable and having children who thrive.

This is a summer internship that starts around June 1, 2023 and continues through September 30, 2023. Intern will work independently and can work remotely more than 50% of the time.

QUALIFICATIONS:

- current 3rd or 4th year college student or graduate who is self-motivated and directed.
- highly organized with the ability to multi-task.
- understand event logistic coordination
- excellent verbal and written communication skills
- the ability to take charge and make decisions.
- professional demeanor and dress
- pay attention to details during planning and on day of event
- the ability to manage vendors
- the ability to manage volunteers
- prefer for intern to have their own laptop, cell phone
- reliable wi-fi connection
- interest in the mission of Hope for Single Moms

ABOUT THE EVENT: Fashion for a Future is the major fundraising event for Hope for Single Moms. It is geared toward reaching donors with the ability to give more generously. 2023 will be our third year doing this event.



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Hope for Single Moms Event Coordinator Internship (continued)

The event is September 28, 2023, from 6-8:30 pm at the New Vintage Place. Tickets are \$100 pp. Event attendance is 140 people. The intern must be available at the venue from 3:00 pm until 9:30 pm the day of the event.

Much of the groundwork for this event has been laid. There are excellent notes from FFAF 2022 to learn from and build on.

The FFAF 2023 Event Coordinator will oversee the planning of the event, including the various committees, and be the go-to person the day of the event. Much of this work can be done remotely. There will be virtual or in-person meetings every two weeks throughout the summer to get updates from each committee. Meetings will be held weekly in September. He/she will report directly to HSM founding director, Dr. Carla Ludwig.

The goal of FFAF 2023 is

- to build awareness within the community of the needs of single mom families and how Hope for Single Moms addresses their needs,
- to let the people in West Michigan know how their donations of time and money helps children thrive and builds strong families, thereby making West Michigan a better place for the next generation,
- to increase our donor base and donations, as well as volunteers.

Learn more about Hope for Single Moms at <https://hsmgr.org/>

Applicants may send a cover letter, resume and three references to info@hsmgr.org