

Volunteer & Program Coordinator Intern

Celebrate Fairfax! Festival

Produced by Celebrate Fairfax, Inc.

Fairfax, VA

Company Overview:

The 501(c)3 non-profit organization Celebrate Fairfax, Inc. (CFI) will be producing the 37th *Celebrate Fairfax! Festival* on June 8-10, 2018. This 3-day event is a hybrid of a large-scale music Festival and a traditional county fair held at the Fairfax County Government Center. Featuring 8 stages of entertainment, national headliners, a carnival, 200+ exhibitors/vendors, and a variety of interactive programs.

Position Description:

The Volunteer & Program Coordinator Intern will work alongside our Chief Experience Officer (CXO) to develop and implement recruitment strategies to obtain 1,000+ Festival volunteers, lead outreach efforts to gain donations for the volunteer prize raffle and act as the point of contact for the Festival's volunteer program. He/She will also collaborate with the CXO to create new activities and enhancements for a variety of programs at the Festival. He/She **MUST** be available to work the entire weekend of the Festival with other staff members.

Duties and Responsibilities:

Interns will learn and assist in the following areas, including, but not limited to -

- **Volunteer**
 - Assist with outreach to local schools/colleges, organizations and corporate entities for volunteer recruitment.
 - Coordinate and lead the Volunteer Incentive Prize Raffle through donations/gifts from the local community.
 - Responsible for distribution of confirmation materials and point of contact for the 1,000+ Festival volunteers.
 - Provide data entry and other administrative responsibilities related to the volunteer program.
- **Program & Event Support**
 - Develop and implement new activities for family-focused programming with the CXO.
 - Provide support with program supply inventory and purchasing.
 - Assist with planning and implementation of special events pre/post Festival and on-site programs and contests.
 - Support staff with administrative duties as needed and help with general set-up/ take-down for each event.

About you:

- You are creative and think outside-the-box when coming up with new ideas.
- You excel working under pressure; you do whatever you need to get the work done.
- Your time management skills are excellent: you establish priorities and organize a variety of projects simultaneously.
- You love working with a team to accomplish overall goals but are able to work independently, too.

Qualifications:

- Currently enrolled undergraduate/graduate student.
- Able to provide own transportation and accommodations.
- **MUST** be able and willing to lift at least 25 lbs.
- **MUST** be able to work during the Festival weekend, in its entirety!
- Exceptional verbal and written communications skills.
- Proficient in Windows operating systems, Microsoft Office (Word, Excel, PowerPoint, etc.); Photoshop and Adobe InDesign is a plus.

Time Period:

- Full-time beginning on or around January 22nd (the start of the school semester) through June 22nd, 2018. Actual dates are negotiable.
- Longer hours may be required during the period of event setup, June 4 – June 8.
- *Please note - that this internship position may be required to work the weekend prior to the event and long hours the week of, and during the event.*

College Credit/Stipend:

- The selected intern may receive credit as approved by college/university supervisor.
- An honorarium of \$3,000 will apply for approved interns working at 35-40 hours per week and during the weekend of the *Celebrate Fairfax! Festival* (June 8-10, 2018).

How to Apply & Questions:

E-mail resume and cover letter indicating where you learned of this opportunity to: Ashley.Morris@FairfaxCounty.gov.