

Program Coordinator Intern (Part-Time)

Fall for Fairfax KidsFest

Produced by Celebrate Fairfax, Inc.

Fairfax, VA

Company Overview:

The 501(c)3 non-profit organization Celebrate Fairfax, Inc. (CFI) will be producing the 26th *Fall for Fairfax KidsFest* on September 29th & 30th, 2018. This 2-day fall-themed festival geared towards families with young children will take place at the Fairfax County Government Center. It will feature 2 stages of family-friendly entertainment, pumpkin painting, scarecrow making, pony rides, petting zoo, a carnival, more than 50 exhibitors and vendors, interactive activities, public safety displays and so much more.

Position Description:

The Program Coordinator Intern will work alongside our Chief Experience Officer (CXO) to develop and implement a variety of Festival programs, contribute to social media/ marketing campaigns, support volunteer recruitment efforts, and assist with various promotions/ contests at the 2018 *Fall for Fairfax KidsFest*. 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 -

- Support recruitment efforts to gain volunteers and help with the coordination of the Festival volunteers.
- Collaborate with the CXO to develop new activities for family-focused programming.
- Contribute to marketing campaigns, research tactics for audience development and design engaging social media content.
- Provide support with event supply inventorying, purchasing and post-event organization of equipment/supplies.
- Assist with the planning and implementation for programs/contests pre-Festival (i.e. Fairfax County Scarecrow Competition).
- 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 you 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:

- Part-time hours (20-25 hours/week) beginning on or around August 27th (the start of the school semester) through November 16, 2018. Actual dates are negotiable.
- Longer hours may be required during the period of event setup and during the event, September 24th – October 1st.
- *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.
- A stipend is not available for this internship.

How to Apply & Questions:

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