



Special Events & Communications Intern Description

About the Organization:

Junior Achievement's mission is to inspire and prepare young people to succeed in global economy. Our corporate and community volunteers deliver relevant, hands-on experiences that teach students in kindergarten through high school the basics of financial literacy, work readiness, and entrepreneurship. JA programs empower students to make a connection between what they learn in school and how it can be applied in the real world to own their economic success. Junior Achievement of Southwest New England serves seven Connecticut counties (excluding only Fairfield County). JA of Southwest New England, with an office based in Hartford, has been recognized by JA USA for five consecutive years for financial stability, student growth, and overall management efficiency.

In response to the pandemic, JA virtualized all programming and special events to meet students, educators and volunteers where they were – serving nearly 30,000 students through virtual, hybrid, and in-person programs during the 2021-22 school year with the help of close to 1,000 volunteers. For the 2022-23 school year JA will continue to offer programs both in person and virtually. We are planning for hybrid events with both in person and virtual components.

Position Description:

The Special Events & Communications Intern will play an integral role in providing administrative support for the Development Department and various JA events held throughout the year.

This internship is anticipated to include 10-15 hours per week with in-person attendance expectations for at least a portion of those hours and special events.

Duties and Responsibilities:

- Assistance with JA special events and fundraiser preparation including items needed for: Business Hall of Fame, Partners in Achievement Breakfast, JA Golf Classic, Office Warriors, and Play 4 JA events such as:
 - Data entry and tracking of fundraising progress
 - Preparation of materials including committee meeting minutes, slideshows, signage, etc.
 - Inventory both pre and post event
 - Filing and organizing records
 - Event setup and cleanup
 - Various support roles during events
- Oversee Auction and in-kind solicitation outreach including submitting online applications, updating tracking document, identifying prospects, etc.
- Provide support in the creation of social media and blog content to include spotlights, testimonials, impact stories, and more
- Support Alumni Network project to include outreach to JA Alum and development of network opportunities
- Research and compile relevant data from JA USA reports and studies and findings from other non-profit organizations to pull topical information and sources
- Additional support for the development and education departments as needed and assigned

Internship Benefits & Learning Opportunities:

- Paid stipend
- Opportunity to lead a project that involves event planning and communications skills from beginning to completion
- Opportunities to network and engage with high level executives and business leaders through involvement with JA events and programs
- Opportunity to develop or build professional portfolio of work
- Experience managing multiple priorities and projects in deadline-driven environment
- Experience developing and launching a robust communications campaign in partnership with a team
- Learn how to evaluate the successes and areas of improvement for special events
- Developing and refining both written and verbal communication skills
- Exposure to and experience using of Canva, Hootsuite, Social Media (LinkedIn, Facebook, Twitter, Instagram, YouTube), and database management (BCRM)
- Constructive and direct performance feedback to further support professional development

Preferred Qualifications:

- College student within Connecticut or close proximity to the Hartford office
- Passion for the JA mission
- Strong time management skills with a keen attention to detail
- Ability to work independently and collaboratively within a team
- Respect for and adherence to strict confidentiality guidelines
- Experience, passion and commitment to providing superior customer service
- Ability to multi-task and adapt in fast paced, frequently changing environment
- Computer literacy, including Microsoft Office and video conferencing platforms
- Ability to work occasional nights or weekends in support of events
- Able to work effectively with people from diverse backgrounds
- Valid driver's license and reliable transportation; willingness to travel within the organization's territory

How to Apply: Please email a cover letter and resume to Misty Amarena, Senior Development Manager, mamarena@jaconn.org.