



Special Events Intern (Hybrid)

Habitat for Humanity of Ventura County, Inc. (HFHVC) brings people together to build homes, communities, and hope with those in need. Over the past 40 years, Habitat Ventura County has built 77 homes and repaired over 230+ more, building strength, stability, self-reliance, and shelter throughout Ventura County. As a non-profit centered in advocacy, fundraising, and service, we are looking for self-motivated and passionate interns interested in creating a more equitable and affordable housing market, while also gaining valuable work experience. Our unpaid internship program lasts around 3-6 months, depending on your schedule. HFHVC's impact is growing, and we are excited to see our interns help lead that charge!

The Special Events Intern will work with our Development and Communications Department on planning and executing a variety of events. Activities may include donor and/or sponsor outreach, venue arrangements, committee work, marketing strategy and design, ticket sales and more! If you are a self-starter who enjoys special events and who is comfortable expressing their own ideas, taking initiative, leading volunteers and communicating with staff, volunteers, participants, vendors, sponsors and donors, then we encourage you to apply!

Qualifications:

- High School Diploma/GED or demonstrated experience and/or education in event planning, fund development or marketing preferred. Students pursuing an advanced degree are also encouraged to apply.
- Proficiency in Microsoft Suite and Google Suite
- Strong communication skills
- Organized and detail-oriented

Please send your resume and cover letter to info@habitatventura.org. In your cover letter, please outline your interest in interning at Habitat Ventura County, what Habitat's mission means to you, and any relevant experience. Academic credit is available dependent upon school guidelines.

Flexible start and end date