

# Event Planning Internship

## The Pro Bono Project

Days and Hours of Service: Must be available to work about 10 hours per week Monday-Friday between 8:30am-4:30pm. Also, must be available to work the day of the event: Friday, October 5, 2018, from 5pm-12am.

### Mission Statement:

The Pro Bono Project's mission is to provide free, quality civil legal services to the underserved by engaging volunteer lawyers to render pro bono services. The Project serves Orleans, Jefferson, Plaquemines, St. Bernard, St. Tammany and Washington parishes. With grants and private fund raising The Project helps out almost 3,000 people a year, with the economic benefit to clients totaling over \$3.5 million. The Project works in collaboration with other legal and social service providers to improve the quality of life for our clients and our community.

For more information about the Pro Bono Project, please visit our website at [probono-no.org](http://probono-no.org)

Overview: The event planning intern will work with our executive director, office administrator, and board to support them in coordinating the 2018 Justice for All Ball (JFAB). JFAB is the premier legal event in the legal community and the largest fundraiser for the Pro Bono Project. Each year the ball hosts hundreds of attendees for a variety of people across the legal community.

### Duties:

- Keep a record of all donations and costs pertaining to the ball, as well as sponsor, donor, and vendor information
- Keep a detailed record of event decorations, activities, food vendors, and raffle/auction items
- Help solicit sponsors, donors and vendors
- Organize and maintain the online auction website
- Obtain supplies needed for the event, ensuring that they meet quality standards
- Help with setup and break down of the event

### Qualifications:

- Prior event planning experience preferred
- Energetic and amicable
- Punctual
- Decisive, but flexible when needed
- Detail oriented
- Proficiency in MS Word, Excel, and Outlook
- Strong attention to detail
- Task-oriented
- Excellent communication skills

Please email a cover letter, resume, and references to Erica Williams at [ewilliams@probono-no.org](mailto:ewilliams@probono-no.org) to apply.