



## **West African Vocational Schools Fall Internship: Events & Marketing**

**Application deadline: July 15, 2025**

**Start date** – Mid-August 2025 (*depending on student's class schedule*)

**End date** – December 2025

*WAVS is a nonprofit organization headquartered in Fresno that is dedicated to transforming lives in Guinea-Bissau, West Africa.*

### **Duties and Responsibilities**

We are seeking a highly motivated events and marketing intern eager to dive into event planning, coordination, and execution. This role offers an excellent opportunity to gain valuable hands-on experience and take ownership of significant aspects of the Dine & Discover West Africa fundraising event on October 3, 2025 along with a smaller donor appreciation event hosted in December. The intern will be an integral part of our team, contributing to successful and memorable occasions while expanding their skillset in event management.

The intern's responsibilities include but are not limited to:

- Collaborate in the pre-event preparation for Dine & Discover West Africa. The intern will gain an overview of all facets of the event and take the lead on specific aspects, including:
  - Coordinating and producing the silent auction
  - Managing volunteer coordination
  - Ensuring seamless coordination of event materials
  - Preparing items to be sold during the event
- Contribute to the preparation and execution of the event itself, encompassing venue set-up, errand-running, and event tear-down. The intern's involvement will be required on Thursday, October 2, and Friday, October 3, outside of class time, encompassing day and evening hours.
- Participate in post-event tasks as assigned, ensuring that the event's wrap-up is as successful as its execution.
- Aid in organizing the WAVS Christmas dinner, a special occasion dedicated to key donors, to foster meaningful connections and appreciation.
- Provide graphic design assistance as needed for creating invitations, social media content, and other promotional materials, ensuring a visually captivating event presence.



### **Reporting lines**

The intern reports to the Director of Marketing & Events and the Donor Relations Manager but assists the Executive Director as needed.

### **Reimbursement of expenses**

The intern will be reimbursed for travel and other expenses incurred while carrying out his or her responsibilities on behalf of WAVS, provided that these expenses are approved in advance by the Donor Relations Manager, Director of Marketing and Events, or Executive Director. The reimbursement rate for the use of the intern's personal vehicle for WAVS-related travel will be the same as the IRS mileage rate.

### **Work hours/schedule/location**

The standard hours of work for the intern is 10 hours per week, with flexibility with the intern's class schedule. Depending on needed hours for class credit, more hours can be allotted prior to the Dine & Discover West Africa event and less thereafter.

This is an in-person internship. The intern is expected to complete their internship hours from the WAVS office based in downtown Fresno or at specified venue location(s).

### **Skills/Knowledge Gained:**

- An inside look at the workings of a small, international non-profit
- Shadowing, mentoring, and training opportunities with professionals in several departments
- Hands-on experience with planning and executing fundraising events, including managing volunteers
- Opportunity to engage with donors

**If interested, please email Alyssa Braun at [info@wavschools.org](mailto:info@wavschools.org) and include a copy of your résumé.**