

Frankie Lemmon Foundation Internship Position Outline

Title: Special Events & Administrative Intern
Reports To: Executive Director

General Function:

Under the supervision of the Executive Director helps to plan, execute and evaluate the 2019 Frankie Lemmon Triangle Wine Experience. Assist the staff of the Frankie Lemmon Foundation with administrative tasks as needed.

Principal Responsibilities

2019 Frankie Lemmon Triangle Wine Experience

Assist with the planning and implementations of the 2019 Triangle Wine Experience fund raising event. Activities and implementation will include:

- Communicate with event participants and prospects including winemakers, restaurants, distributors, sponsors, guests, and vendors through emails, phone calls, meetings
- Coordinate travel and hotel arrangements for visiting winemakers under guidance of TWE Director
- Prepare for all event meetings and subsequent follow-up to meetings through preparation of agendas, taking minutes, follow-through with action steps, and all other meeting activities
- Assist with developing and overseeing print materials
- Assist with event registration using eTapestry CRM
- Work with the teams of volunteers
- Other duties as assigned by the executive director

Administrative Support Responsibilities

- Provide administrative support for 2019 Triangle Wine Experience
- Assist with answering the phone for the Frankie Lemmon Foundation
- Assist with data entry using eTapestry

Qualifications

- **Must be in at least third year of study**
- **Must possess valid Driver's License**
- **Currently seeking undergraduate degree in Communications, Event Management, Non-Profit management or related field**
- **Prior event experience preferred**

Anticipated start date: December 3, 2018

Part-time position – 20 hours per week

\$600 per month stipend