



Internship Role Description

for Eleven+ Scholar Applicants

Name of Hosting Organization:

Famicos Foundation

Internship Role Title:

Events Planning Intern

Number of roles available:

1

Available to (select any that may apply)

College Student

Graduate Students

Work Location & Office Covid Protocols is applicable (select any that may apply)

All in person

Internship Work Address:

1325 Ansel Rd.
Cleveland, OH, 44106

Many of applicants utilize public transportation. Is the work location accessible by public transportation?

Yes, the work location is accessible by public transportation (Bus/Train)

If you selected yes, the work location is accessible by public transportation please provide additional information such as what bus or train line is accessible to the work location

Accessible on RTA Superior 3 bus route. Famicos may also be able to provide limited Uber rides, in urgent situations.

Mission of Hosting Organization

Our mission is to improve the quality of life in greater Cleveland through neighborhood revitalization, affordable housing and integrated social services. We empower residents to create an engaged, vibrant, diverse, healthy neighborhood; where residents choose to stay, invest, and help shape a "neighborhood of choice". Famicos is a Black-led organization that is governed by a volunteer board of directors, guided by residents in block clubs and tenant councils, and propelled forward by 60 dedicated staff members.

How does this internship role support the mission/purpose of the organization

Famicos runs two major marketing and fundraising events for the year, the Annual Meeting in June and our charity gala in September. These two events are essential for Famicos to tell our story and the story of the transformation of neighborhoods. These events empower residents by holding ourselves accountable to them and the work we do for them, to give them a chance to interact directly with those who fund our work, and to raise money for the work to continue and expand. They also allow our funders to see the impact of their gifts and where the current needs are. Each event is attended by 200-300 people. The Annual Meeting has a large resident attendance while the gala has a large funder attendance.

What functions within the organization will the intern be working with? For example, this role will work with Staff Counselor, Finance Staff, and Operations Team

The intern will be working primarily with the Fund Development and Communications team and the Gala Squad but will also interact with every department as both events are large efforts that require participation from all staff. The Gala Squad itself is made up of staff members from each department.

Will there be additional networking opportunities within the organization for the intern to gain expose to other roles and functions.

The intern will be invited to staff meetings, committee meetings, resident meetings, the two events themselves, and at least one senior team and one Board meeting. Both events are opportunities for networking as they are attended by partners and sponsors of Famicos. The Fund Development and Communications team has three staff, plus a grant writing contractor. The intern will also have the opportunity to work community events with the Community Building & Engagement department and/or the Equity Team.

Anticipated Start Date Monday, May 13, 2024

Anticipated End Date Friday, August 16, 2024

Total Number of Weeks for the internship: 10

Total Number of hours per week the intern is expected to work: 25

Workday starts at: (start time or flexible) 8-10 am (flexible)

Workday ends at: (start time or flexible) 4-6 pm (flexible)

Host Organizations website:

<https://famicos.org/>

Contact Name Tara Mowery

Contact Email tmowery@famicos.org

Mentor Name Tara Mowery

Mentor Email tmowery@famicos.org

Internship Summary

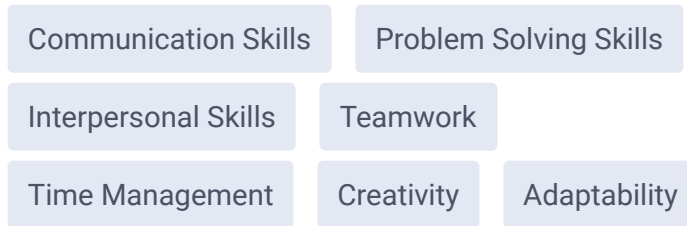
The primary role of this internship is to assist the Fund Development and Communications team with the planning, advertising, and execution of the Annual Meeting in June and to assist the Gala Squad with the planning of the charity gala in September, including securing corporate sponsorships. The intern will gain practical skills in communications, teamwork, multitasking, and problem solving. They will be exposed to interactions with different departments at Famicos, the Famicos Board, residents, local businesses, partners, vendors, and funders.

Essential Responsibilities of this role?

For the Annual Meeting in June, essential responsibilities include advertising the event, assisting with the logistics of the event, and participation in staffing the event itself. Logistics include coordinating with vendors for rentals, food, entertainment, and security, applying for any applicable City of Cleveland permits, coordinating the teams setting up and tearing down the event, and coordinating award winners and presenters. For the charity gala in September, essential responsibilities include communicating and

meeting with the planning team, scoping out and securing vendors, applying for any necessary permits, preparing sponsorship packages, soliciting auction items, advertising the event and creating a “buzz”, and tracking any sponsorship pledges and auction items as they come in. The intern may also assist with preparation for award recipients, out-of-town VIPS, and keynote speakers.

Skill Development Opportunities



Knowledge and skills required for this role

Teamwork and group skills are needed. Intern should be able to multitask and talk through problems as they come up. Experience with Canva is a plus.

What does success look like for the intern at the end of the summer

The intern will have worked with the Fund Development and Communications team to smoothly execute a large community event. The event will have been well-attended and enjoyed by residents and partners. The intern will have played a significant role in planning the charity gala with the Gala Squad. By the time the intern leaves, they will have already helped to secure corporate sponsorships and auction items. The intern would have gained practical event planning experience, some marketing experience, as well as knowledge of how a large nonprofit works.

Other information

Famicos is a Black-led organization, serving predominately Black neighborhoods, with a 90% Black staff. We are fully committed to racial equity and inclusion.

Prepared by: Tara Mowery

Date Monday, December 4, 2023