



## EVENT ASSISTANT INTERN JOB DESCRIPTION

The Pan African Festival (PANAFEST-USA) is organized annually to promote solidarity among Africans and to develop a cultural support network for African Diaspora communities in the Washington Capital region under the overall theme *I ♥ African Heritage & Unity!* PANAFEST is a project of the All Cameroonian Cultural and Development Foundation (ACCDF), a local nonprofit organization, in partnership with the African Affairs Advisory Group of Montgomery County, MD. The organizers of the event are looking for energetic interns to work with the planning committee in the weeks leading up to and during the event on September 24, 2016

### Job Summary

The Event Assistant Interns will be assisting the Organizing Committee in planning the 7<sup>th</sup> Pan African Festival. Responsibilities include:

- Support the Event Manager and Executive Director in all administrative event preparations
- Research city permit procedures
- Conduct correspondence with event participants, vendors, and other event stakeholders
- Secure staffing for each event
- Other administrative tasks as delegated

### Please apply if you are:

- Detail oriented and great at following directions
- A great communicator (both written and spoken, especially on the phone)
- Interested or have experience in special event planning, community events, fundraising
- Excited to gain hands-on experience with an events company
- Available to commit to intern at least through September 30, 2016. Preference will be given to candidates that can commit to attending weekly pre-event planning meetings on Sundays from 4PM-6PM

### What the intern will get in return:

- School credits (if applicable – we are prepared to work with the intern's school program and instructors to fulfill all requirements of credit-based internships)
- First-hand experience in nonprofit events
- Administrative support experience
- Experience learning about social media marketing

### Hours & Location:

- Available to work a minimum of 4 hours between 9am and 9pm on event day, September 24, 2016 – we are happy to work with the candidate's schedule.
- Available to attend two planning meetings on the 2 Sundays leading up to the event
- Event location is at the Civic Center, 1 Veterans Plaza, in Downtown Silver Spring

### How to apply:

- Send Resume and a thoughtful cover letter addressing why the candidate is a great fit for this experience, with time availability, to [panafestivalusa@gmail.com](mailto:panafestivalusa@gmail.com)