



www.selflovebeauty.com

Event Planner Intern

Self Love Beauty's mission to invest in everyone to educate them on having confidence, self-love and feel empowered.

Self Love Beauty is seeking a Event Planner Intern to join their team for the Summer of 2019. With our rapid growth of our company, the intern will receive hands on opportunities to help them grow and help a mission-based company.

Description of duties include:

- Organizing events including logistical set-up, volunteer coordination, and promotion
- Developing and monitoring event timelines and ensure deadlines are met
- Working directly with other interns to promote events and help with marketing
- Coordinating fundraising efforts, including soliciting donations, sponsorships, and prizes for events
- Collaborating with community organizations
- Developing and enhancing working relationship with various organizations
- Creating sponsorship packets and pitching them
- Working with other interns to promote events by preparing traditional and digital marketing campaigns
- Work directly with: CEO of Self Love Beauty, volunteers and other interns

Experience and Qualifications:

- Communication skills
- Interest in sales and pitching our mission
- Self-starter
- Organizational and time management skills
- Receiving a Bachelor's Degree in Event Management, Marketing, Advertising, Journalism, Communications, Public Relations

Please note: this is a virtual, unpaid position. 10-20 hours per week depending on the decision between the intern and leadership.

Please submit your cover letter and resume to Lisa Thompson at lisathompson@selflovebeauty.com by March 1, 2019.