



OPEN POSITION: Events Coordinator Intern
REPORTS TO: Operations & Accounts Manager
LOCATION: Washington, DC
HIRING NEED: February
TIME COMMITMENT: 20 hours/week for 4 months **Must be available full-day May 6-9*

BACKGROUND

CORE, Inc. (CORE Group) is a leader in global community health, working to end preventable maternal, newborn, and child deaths around the world. We have a comparative advantage through collaborative action to promote and safeguard health in communities and create new models for reaching the most marginalized populations. As a neutral, trusted platform for a coalition of more than 100 members, we work together with the broader global health community to foster collaboration and learning, strengthen technical capacity, develop innovative tools and resources, and scale evidence-based approaches to improving health.

Learn more here: www.coregroup.org.

INTERNSHIP DESCRIPTION

CORE Group seeks a motivated, organized colleague to assist with the major parts of event planning and management, specifically registration, outreach, and coordination with the venue for our May 2019 Global Health Practitioner Conference. The intern will learn about the different procedures and expectations related to events, including registration, outreach, logistics, working with vendors, and other preparations. There will be opportunities to work independently and lead and train volunteers, work with session organizers, and to develop new and improve upon existing processes. The intern will also support our Community Health Conference in Nairobi, Kenya in October. Other events will include webinars, hybrid events (both in-person and online), as well as workshops and Working Group conference calls.

General responsibilities will include, but not be limited to the following:

IN-PERSON EVENT SUPPORT

- Support CORE Group staff at the May 2019 Global Health Practitioner Conference in Bethesda, Maryland, May 6th-9th (full days required)
- Support Operations & Accounts Manager to ensure correct food and quantities are ordered, correct A/V is ordered and set up, and hotel staff follows through with problem solving any issues (A/C, for example)
- Support CORE Group staff to make sure that all other odds and ends are taken care of (number of chairs in each room, room temperature, presentations, etc.)
- Research and evaluate venues in the DC-area for events and workshops as needed
- Support planning, organization, and logistics for CORE Group's Community Health Conference in Nairobi, Kenya (October 14-16, 2019)

- Coordinate supply ordering and organization for each event (could include chart paper and stands, markers, CORE Group promotional materials, etc.)
- Ensure collection of materials, PowerPoint presentations, notes, etc. by CORE Group staff and volunteers
- Participate and support volunteer training and problem solve any volunteer issues on-site

REGISTRATION & OUTREACH

- Support registration process for 300 attendees at the conference, as well as webinar, workshops, and Working Group meeting attendees, including speakers, discounts, etc.
- Support advertisement of conference, researching approaches and avenues for promotion of conferences and events, evaluating costs, etc.
- Support creation, printing, and organization of name badges
- Support on-site registration at the Global Health Practitioner Conference

REQUIREMENTS

The ideal candidate for this position would be highly motivated, organized, and interested in non-profit virtual and in-person event planning and execution.

QUALIFICATIONS

- Bachelor's Degree (or working towards one)
- Interest/experience in international development issues, particularly global health.
- Interest/experience in event management.
- Experience in Microsoft Office software.
- Excellent written and oral communication skills.
- Ability to multi-task and manage multiple deadlines.
- Must have the ability to work under pressure with flexibility in a team setting.
- Ability to independently problem solve and take action.
- Fluency in English required. Knowledge of another language helpful.

AVAILABILITY

- Flexible schedule is available February through April (with possibility of extension through October)
- The candidate must be available May 6th, 7th, 8th, and 9th, inclusive for full days. The days of the conference are usually long (up to 10 hours) and the candidate must be willing and able to work long hours these days.

Only candidates who are eligible to work in the United States will be considered. Although some remote work may be available, candidates must be able to work at the CORE Group office in Washington, DC. Relocation package is not available.

HOW TO APPLY

Please email your resume and cover letter to jobs@coregroup.org. Use “*Events Internship_Last Name*” as the subject line – no phone calls please. Only potential interviewees will be contacted.