



Position Announcement

Job Title: Special Events Intern
Department: Development
Reports to: Mgr. Events & Community Engagement
FLSA Status: Non-Exempt
Pay Grade: Hourly
Duration: Short-Term through September 15, 2021

About TPAN:

TPAN saves lives and empowers people living with and affected by HIV/AIDS and related conditions. We provide services to over 2,000 individuals and families in the Chicago area. TPAN's impact is felt across the country through its bi-monthly national magazine, *Positively Aware*, which provides cutting edge treatment and wellness information to over 100,000 readers. Our services include testing, primary medical care through an onsite clinic partnership with Howard Brown Health, group and individual mental health services provided by our licensed staff therapists, case management that links our clients to insurance, prescription drug assistance programs and housing, and innovative prevention education programs tailored to those most vulnerable.

Job Summary:

While working with the development team, the Special Events Intern will perform various clerical and logistical tasks for the planning and execution of the Ride For Life Chicago (RFL) cycling fundraising event, as well as other development department projects, as needed.

The scope of work for this position will generally be up to twenty (20) hours per work week, working in the TPAN office and at off-site locations related to RFL. The assistant must be available to work on the day of the event, Sunday, September 12, 2021. During the weeks leading up to the event, the time commitment required may exceed twenty (20) hours per week, but will not exceed thirty (30) hours per week.

Primary Duties:

- Working closely with the Mgr. Events & Community Engagement and development team, the Special Events Intern will assist with all aspects of the planning and execution of the Ride For Life Chicago, including, but not limited to:
- Participant and volunteer recruitment and registration.
- Organizing supplies and volunteers for weekly Saturday training rides
- Prepare participant guides, packing lists, check-in sheets, and name badges, and other documents.
- Assist with the organizing of outdoor training rides every other weekend.
- Provide assistance with social media, community outreach, and fundraising activities related to the event.



Position Requirements:

- Bachelor's degree or college credits towards a degree
- Prior event planning, fundraising, volunteer management or direct-marketing experience
- Ability to effectively work under tight deadlines and manage projects
- Excellent people skills and an upbeat and enthusiastic attitude
- The ability to handle large amounts of detailed information with accuracy
- Demonstrated cultural competence in working with people of color and the LGBTQ community, as well as experience and knowledge working with those affected by HIV/AIDS

Preferred Skills:

- Knowledge of Blackbaud Raiser's Edge and TeamRaiser or similar donor database
- Prior event planning and volunteer management experience
- Familiarity with and existing relationships in Chicago's LGBTQ Community
- Experience in graphic design and social media
- Applicant is a licensed driver in good standing with access to a vehicle

How to Apply:

Email a resume to Leslie Wooten at l.wooten@tpan.com

Pay is \$16-\$18 per hour. The position is open until filled. No telephone inquiries.

TPAN is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our goal is to be a diverse workforce that is representative of the communities we serve.

TPAN makes all hiring and employment decisions without regard to race, color, religion, sex, gender, gender identity, sexual orientation, age, marital status, parental status, disability, HIV status or military service. People of color, women, lesbians, gay men, bisexuals, people who identify as transgender or who are gender nonconforming, people living with HIV, persons with disabilities, older individuals and veterans are all encouraged to apply.