Seneca Park Zoo Society
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senecaparkzoo.org
2222 St. Paul Street / Rochester NY 14621-1097
t 585. 336. 7200

POSTING

Position: **Events & Experiences Department Intern - Zoobilation**
Organization: **Seneca Park Zoo Society**
Date Posted: **January 24, 2022**

Department: **Development**
Direct Supervisor: **Special Events Manager**
FLSA Status: **Intern, unpaid.**
Full-time/Part-time: **Part-time; Appx. 10 hrs/week, Flexible schedule March – May; Required days in June 2022 as noted below.**

The Seneca Park Zoo Society seeks a motivated and detail-oriented intern to help with its annual fundraising gala, Zoobilation. This internship will include assisting the Special Events Manager and the Event Team in the months leading up to the event, at the event itself and wrap-up afterwards. Duties include research, data entry in event software, assisting with staging for silent auction, designing gift certificates, communicating with event vendors, office duties as necessary, helping with decorations and event set-up, and assisting with overall implementation of the event itself.

Applicants should be interested in a career in event management and/or fundraising.

Duties include:

- Silent Auction Procurement tracking, entry, and follow-up
- Event software data entry
- Review and creation of event resources
- Assist in execution of event tasks
- Work with Special Events Manager on creating solutions for obstacles that may arise

Necessary competencies:

- Candidate must be skilled in Microsoft Office Suite (Word, Excel, and PowerPoint).
- Attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Ability to deal with different personalities in various settings.
- Interest in fundraising and event planning.
- Organized and deadline driven.
- Ability to work well under pressure.
- Experience with Greater Giving or comparable event software, a plus.

Additional requirements/restrictions:

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- Candidate must be able to assist with set-up before and take-down of the event, including lifting and moving heavy objects.
- Must be available all day Friday, June 3 Saturday, June 4, and Sunday, June 5.
- Must be at least 21-years old by June 4, 2022.

Interested applicants must submit:

- Current resume
- Desired hours/availability

Submittals must be sent in to volunteers@senecazoo.org with "Events Intern" in the subject line by 5 p.m. on February 11, 2022.