

**Program Coordinator Intern (Part-Time)**

***Fall for Fairfax KidsFest***

*Produced by Celebrate Fairfax, Inc.*

*Fairfax, VA*

**Company Overview:**

The 501(c)3 non-profit organization Celebrate Fairfax, Inc. (CFI) will be producing the 26<sup>th</sup> *Fall for Fairfax KidsFest* on September 29<sup>th</sup> & 30<sup>th</sup>, 2018. This 2-day fall-themed festival geared towards families with young children will take place at the Fairfax County Government Center. It will feature 2 stages of family-friendly entertainment, pumpkin painting, scarecrow making, pony rides, petting zoo, a carnival, more than 50 exhibitors and vendors, interactive activities, public safety displays and so much more.

**Position Description:**

The Program Coordinator Intern will work alongside our Chief Experience Officer (CXO) to develop and implement a variety of Festival programs, contribute to social media/ marketing campaigns, support volunteer recruitment efforts, and assist with various promotions/ contests at the *2018 Fall for Fairfax KidsFest*. He/She **MUST** be available to work the entire weekend of the Festival with other staff members.

**Duties and Responsibilities:**

*Interns will learn and assist in the following areas, including, but not limited to -*

- Support recruitment efforts to gain volunteers and help with the coordination of the Festival volunteers.
- Collaborate with the CXO to develop new activities for family-focused programming.
- Contribute to marketing campaigns, research tactics for audience development and design engaging social media content.
- Provide support with event supply inventorying, purchasing and post-event organization of equipment/supplies.
- Support staff with administrative duties as needed and help with general set-up/ take-down for each event.

**About you:**

- You are creative and think outside-the-box when coming up with new ideas.
- You excel working under pressure; you do whatever you need to get the work done.
- Your time management skills are excellent: you establish priorities and organize a variety of projects simultaneously.
- You love working with a team to accomplish overall goals but you are able to work independently too.

**Qualifications:**

- Currently enrolled undergraduate/graduate student.
- Able to provide own transportation and accommodations.
- **MUST** be able and willing to lift at least 25 lbs.
- **MUST** be able to work during the Festival weekend, in its entirety!
- Exceptional verbal and written communications skills.
- Proficient in Windows operating systems, Microsoft Office (Word, Excel, PowerPoint, etc.).
- Photoshop and Adobe InDesign is a plus.

**Time Period:**

- Part-time hours (20-25 hours/week) beginning on or around August 27<sup>th</sup> (the start of the school semester) through November 16, 2018. Actual dates are negotiable.
- Longer hours may be required during the period of event setup and during the event, September 24<sup>th</sup> – October 1<sup>st</sup>.
- *Please note: This internship position may be required to work the weekend prior to the event and long hours the week of, and during the event.*

**College Credit/Stipend:**

- The selected intern may receive credit as approved by college/university supervisor.
- A stipend is not available for this internship.

**How to Apply & Questions:**

Email resume and cover letter indicating where you learned of this opportunity to: [Ashley.Morris@FairfaxCounty.gov](mailto:Ashley.Morris@FairfaxCounty.gov).