Spring Institute for Intercultural Learning
Denver, CO

Spring Institute for Intercultural Learning’s mission is to empower people and organizations to succeed across languages and cultures. Spring Institute was founded in 1979 and currently offers an array of training courses and services in the following areas: English as a second language (ESL), cross-cultural communications, health literacy, pre-employment skills, and interpretation and translation.

Position: Special Event Intern
Status: hourly, non-exempt, 12-16 hours/week
Compensation: $10/hr
Reports to: President/CEO

Position Description
Reporting to the President/CEO, the Special Event Intern will work with the senior management team to coordinate, organize, and execute Spring Institute’s Annual Event, the Third Spring Intercultural Champion Awards. This event will honor two local organizations and an individual, who display tremendous leadership in the promotion of intercultural and religious diversity.

Essential Functions
- Assists with planning and implementation of Spring Institute’s Annual Event
- Assists with all aspects of event management and logistics, including audio visual arrangement, and food and beverage
- Secures auction items for silent and live auctions and helps create auction displays
- Assists with the production and dissemination of flyers, sponsor letters, thank you letters, and other correspondence leading up to and following the event
- Assists in coordinating staff/volunteers for day-of-the event set up and clean up
- Oversee event happenings and act quickly to resolve problems
- Other duties as needed

Qualifications
- Proficient in Microsoft Office
- Excellent written and oral communication skills
- Well-organized with multi-tasking skills
- Able to handle stress and remain calm
- Problem-solving ability
Preferred Qualifications
- Experience as an event coordinator
- Track record of organizing successful events
- Degree in hospitality management, public relations or relevant field

Supervisory Responsibilities
- This position manages and directs volunteers

Application Instructions

Please submit a resume and cover letter by 5pm on Wednesday, August 30, via e-mail to jcouch@springinstitute.org with "Special Event Intern" in the e-mail subject line. No calls or drop-ins, please.