



Internship/s - Event Coordinator/s (could be one or two) for a fall 2024 day-long event

Enterprise for Equity - Olympia, Washington

We are proud to offer emerging and existing entrepreneurs, veterans, creatives, makers, farmers, service-providers, and others in rural areas education, mentoring, technical assistance, and microloans to advance their skills and dreams in the areas of business development and financial well-being.

For over 20 years, we have worked with [incredible individuals](#) who have started and grown their dream businesses to create income for themselves and their families. We work with those who care deeply about their communities as well as the environment and value that our business development programs incorporate a strong triple bottom line focus (People, Planet, Profit).

We have a strong commitment to supporting those who have been historically marginalized and to growing our capacity to bring diversity, equity, and inclusion to our work. In this way, we hope to contribute to economically thriving, sustainable, and livable communities in the areas we serve: Thurston, Lewis, Mason, Wahkiakum, Pacific, Grays Harbor, Jefferson, Clallam, and rural Pierce counties.

We prioritize space for individuals who have limited incomes and have scholarships available. The cost of our programs is dependent on grant funding and the participant's household income.

We believe in providing spaces for communities of entrepreneurs. Almost all of our [business development programs](#) are taught in a classroom format (vs. one on one) as a way of bringing together people who are smart, strong, and resourceful to share and learn with and from one another along with our experienced trainers and mentors.

Hear from some [graduates](#) of E4E's business programs:

Event: Young Entrepreneurs Showcase

This event will use multiple formats to showcase successful young entrepreneurs in the local community (Thurston County) with the goals of:

- Celebrating and centering the hard work, creativity, vision, leadership, and contributions of young adults who've chosen self-employment as a way to live their values, express their talents, and make an income for themselves and others.

- Highlighting the businesses that help create a vibrant, unique, and diverse place to live but offer the consumer a way to express their values by shopping local.
- Demonstrating the ways that micro businesses positively impact not only the local economy but the lives of those who create them.
- Providing a networking space for business owners.

Providing learning opportunities and resources for emerging and existing microbusiness owners.

- Inspiring youth and young adults to consider self-employment as a viable career pathway.

Intern responsibilities

The intern/s will take the lead on working with E4E and TESC staff to coordinate, administer, and implement a one-day in-person event at TESC in the fall of 2024. The intern/s will:

- Develop a comprehensive work plan for the event
- Identify event goals, participants, and activities
- Secure event location and date
- Develop event budget - resources and needs
- Assist in developing the event theme, marketing materials, and outreach strategy
- Assist in implementing the outreach strategy
- Ensure participant presenters receive regular communication and have what they need when they need it
- Handle event registration and all logistics
- Keep E4E and TESC apprised of event planning development on a weekly basis
- Write and submit an event summary that includes: participant names/contact information, attendee names/contact information, event programs, program goals/outcomes, overall event successes and ideas for future improvements
- Intern/s will need their own independent offsite work location although meetings can be held at E4E's downtown office

Desired qualifications

- Demonstrated event coordination experience
- Demonstrated people management skills

- Demonstrated ability to communicate effectively in a professional, clear, and timely manner using multiple types of communication
- Reliable, trustworthy, and proven ability to follow through
- Experienced with Microsoft and Google Workspace tools
- Experience in marketing a plus
- Demonstrated ability to work independently and collaboratively
- Demonstrated strong written and verbal communication skills