



Palo Alto Impact Center
Intern Opportunity: Event Planning Specialist (Part-time)
Location: Palo Alto Bay Area

The Palo Alto Impact Center provides professional development for social impact investors, entrepreneurs, and corporate professionals. Our mission is enabling the launch of new social impact organizations that improve the lives of individuals in the Bay Area and globally. We achieve this by growing and connecting the ecosystem of social impact professionals, creating high-impact professional development, and providing access to capital.

Are you passionate about accelerating Social Impact?
Join us as an Intern!

Planning monthly events and our big [Reel Impact Film Festival](#) (RIFF) in Nov 2017 is a big & fun undertaking and is already underway. Your time commitment can vary from *five to fifteen hours* per week, and much of the work can be done from your home. Once a week or bi-weekly in person meeting in Palo Alto are required. *Academic credit* may be available upon school approval.

Job Title: *Event Planning Specialist*

The Intern/Volunteer working in the position of the event planner will have an important role in our monthly events and key role in organizing RIFF in November. The intern/volunteer will be contributing their time to assist the Palo Alto Head of Programming with the event planning process. The ideal candidate should be passionate about Social Impact and excited to work with us to create fun and high impact events. You will be networking and connecting with some of the Bay Area's top social impact entrepreneurs and investors at our monthly events. During the planning of our Reel Impact Film Festival, you will be also connecting with top Social Impact filmmakers and storytellers.

Key Responsibilities:

- Assisting with the planning and coordination of meetings and responsibilities for events
- Assisting with the creation of hard and soft copy files
- Assisting in communications around event management: timelines, calendars etc.
- Assisting with onsite event management (event steward)

Qualifications:

- Passionate about Social Impact
- Highly organized and detail oriented

Compensation: Unpaid internship or volunteer basis.

Next Steps

For interns/volunteers that would like to get involved, please contact Angie Mertens, Head of Programming, at angie@paloaltoimpactcenter.com.