

Projects for Summer Intern

EVENTS

Supply Organization

Organize the supply closet, putting items away, labelling items and throwing out what is no longer usable

Undo badges, organize based on ribbon type, and throw out what is no longer usable

Assist with Signature Program Retreat (6/8-6/9)

Assist Events and Programs Manager in organizing materials for retreat (will require in person for organization)

- Printing Agendas and Bios
- Stuffing Name Badges
- Gathering supplies for activities

Assistance in person is voluntary for the event. May attend in person based on the intern's availability. Duties on site will require flexibility.

Assist with Annual Meeting (6/15)

Assist Events and Programs Manager in organizing materials for Annual Meeting (will require in person for organization)

- Printing Agendas and Bios
- Stuffing Name Badges
- Gathering supplies for activities

Assistance in person is voluntary for the event. May attend in person based on the intern's availability. Duties on site will require flexibility.

Assist with Rising Leaders Graduation (7/13)

Assist Development Director and Events and Programs Manager in organizing materials for graduation

- Printing Agendas and Bios
- Stuffing Name Badges
- Gathering supplies for activities

Assistance in person is voluntary for the event. May attend in person based on the intern's availability. Duties on site will require flexibility.

Assist with social events

Assist Events and Programs Manager in organizing materials for social events (will require in person for organization)

- Printing Agendas and Bios
- Stuffing Name Badges

- Gathering supplies for activities

Assist with Leadership Today sessions

Assist Events and Programs Manager in running the Zoom Webinar Leadership Today session

- Screenshare the powerpoint
- Support the chat and if required, assist any attendee in need of help

Survey Analysis:

Maintaining the survey spreadsheet in Dropbox, adding remaining survey results for recent events/programs and cleaning up the document

For Signature Program

- compile all the surveys for the 2022/2023 program and provide recommendations for next year

For Rising Leaders

- compile all the surveys for the 2023 year and provide recommendations for next year

For Youth Leadership Greater Washington

- compile all the surveys for the 2023 year and provide recommendations for next year

COMMUNICATION/MARKETING

Digitizing archives:

Scan all the old newsletters, annual reports, and marketing materials (approx. 50 pieces) – ensure that the scans go through and are readable

- For the annual reports - so that we capture the full page – scan the top half of each page and the bottom half of each page so none of it is cut off

Re-scan each page that did not scan properly the first time

Uploading CDs/DVDs/Floppy Disk files

Using the external CD/DVD drive or the external floppy disk drive, upload the content onto your computer.

Social Media Strategy and Content Creation

Meet with Communications Manager on a weekly basis to discuss social media strategy for the week and a month out.

Assist the Communications Manager in content creation for social media based on the needs of the week or the month.

Assist the Communications Manager with content creation for blog on LGW Website.

Updating Promotional Materials

Complete an audit of promotional materials for events and programs and provide recommendations on updates.

MEMBERSHIP

Update memberships in EveryAction:

Review past LGW member directories (approx. 5) to determine which members were active in which years. Update the member's contact record in EveryAction to denote that they were active in the appropriate years.

Merge Duplicate records in EveryAction:

Director of Development or Member Services Associate will provide a list of duplicate records in EveryAction to merge.