Event Marketing Intern

Boys & Girls Clubs of Greater Dallas

About the Role: The Event Marketing Intern will support Boys & Girls Clubs of Greater Dallas (BGCD) in planning and executing major fundraisers and community events that advance our mission. This unpaid internship offers hands-on experience in event planning, project management, and nonprofit marketing and communications. The intern will support event logistics, contribute to communications and collateral development, and collaborate across teams to help deliver a successful, impactful event experience. Ideal candidates are currently enrolled in a relevant degree program, have strong communication and organizational skills, and are seeking college credit.

Key Responsibilities

Event Planning & Project Management

- Assist with vendor management
- Use project management tools and timelines to track deliverables and milestones
- Provide administrative and logistical support for event preparations
- Assist with on-site event coordination as needed
- Organize and maintain event inventory and supplies

Event Communications

- Collaborate with the Director of Marketing and Communications on event-related communications
- Help create promotional materials, including newsletter content, social media posts, and event announcements
- Support attendee and stakeholder communications leading up to events
- Maintain event timelines and communication calendars to ensure timely information sharing

Competencies

- Experience coordinating events or managing projects in academic, volunteer, or professional settings, preferably

- Experience drafting communications for newsletters, websites, or social media
- Strong interpersonal skills; able to communicate professionally with internal and external partners

Work Environment Onsite, part-time internship at BGCD's administrative office, 4816 Worth Street, Dallas.

Position Type & Hours Part-time, up to 20 hours/week, with occasional evenings/weekends as needed. Runs through December 2026.

Required Education & Experience

- Currently enrolled in a related degree program
- Strong written and verbal communication skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple projects and deadlines
- Proficiency with Microsoft Office, Asana, and Canva
- Interest in marketing, PR, or event management

What You'll Gain

- Hands-on event planning and operations experience
- Exposure to community events and fundraisers
- Experience with vendors, logistics, and event execution

To apply, please send a resume to marketing@bgcdallas.org.