



APPLY NOW FOR FALL **EVENTS & MARKETING INTERNSHIP WITH DESTIN CHARITY WINE AUCTION FOUNDATION**  
ONE OF THE TOP 10 CHARITY WINE AUCTIONS IN THE COUNTRY!

**Position:** Fall Events & Marketing Internship with Destin Charity Wine Auction Foundation

**Start Date:** Fall College Semester

**Submission deadline:** 8/1/2014

**Compensation:** This is a Non-Paid Internship. This internship is eligible for College Credit. Intern is eligible for mileage reimbursement on most work related travel.

**Hours:** Minimum of 20 hours per week, flexible hours. Some weekend and after hour work required during DCWAF Events, including but not limited to:

- Destin Beer Festival (Sept. 26-27, 2014)
- Seeing Red Wine Festival Weekend (Nov. 7-8)
- DCWAF Recruitment Happy Hours (Varies)

**About Destin Charity Wine Auction Foundation:**

Destin Charity Wine Auction Foundation (DCWAF) is a 501(c)3 nonprofit organization. DCWAF's mission is to connect wine enthusiasts to raise money to benefit children in Northwest Florida. Founded in 2005, DCWAF has donated more than \$6 Million to Northwest Florida charities through hosting world class wine and culinary events. These funds have impacted the lives of over 50,000 youth, including those afflicted by health and abuse issues.

**Events & Marketing Internship**

This position will be responsible for tasks leading up to the Destin Charity Wine Auction Fall events, Including: Communication dissemination through avenues including social media; event coordination, set-up, and execution; communication and interaction with VIPs; volunteer leadership; marketing, media relations, other related duties. The Event & Marketing Internship requires an individual with top-notch organizational skills, social and leadership skills and an understanding of social media.

*Qualities this person should posse include:*

- Passion for event planning and marketing
- Extremely strong eye for detail
- Creativity
- Track record of serious work ethic and outstanding performance in the workplace, a school or learning environment, a civic organization, etc.
- Excellent oral and written communication skills.
- A strong desire to help others and an altruistic attitude.
- Keen critical thinking & problem solving skills
- A sense of urgency and ability to meet deadlines
- Must work well with limited supervision
- Ability to think independently
- Willingness to learn new software
- Knowledge of Microsoft Office Suite
- Knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop), Constant Contact, HTML5- helpful, but not required
- A good sense of humor and the desire to have fun!

This is a non-paid internship. Minimum of 20 hours per week. Flexible Hours.

## Events & Marketing Intern Responsibilities:

- I. Report and take direction from: Director of Events & Marketing
- II. Work collaboratively with DCWAF Staff & Board of Directors
- III. Work with Director of Events & Marketing to plan and successfully execute Foundation Events, including:
  - Provide optimal schematics and décor options for the event(s).
  - Provide onsite support for the event(s).
  - Provide input on decorative elements
  - Assist with the proper set up and break-down for the event(s).
  - Assist with the timing and staging of the event(s).
  - Run errands as needed
  - Work collaboratively with staff, committees, charities, vendors and volunteers.
  - Coordinate Volunteers for each event
  - Assist in determining volunteer needs and positions for each event.
  - Train and Manage volunteers for each event.
  - Assist in working with vendors to ensure success.
  - Develop good relations with vendors, distributors, restaurants, benefiting charities and volunteers.
  - Create itineraries for committees and all staff involved for the event(s).
  - Provide event layouts (to include location of: tent, tables, chairs, check-in, volunteer posts, restaurants, distributors, A/V, silent auction etc.) for committees and staff for the event(s).
  - Provide administrative support, such as answering phones
- IV. Work with Director of Events to plan and successfully execute Foundation Marketing, including:
  - Social Media (Facebook, Twitter, Instagram, Blog)
  - Media Coverage
  - Press Releases
  - Proof Reading
  - Website Maintenance
  - Design & Deploy Eblasts using Constant Contact
  - Assistance w/ designing various marketing materials
  - Layout & Design of various materials using Adobe Creative Suite

## Other Requirements of Intern Positions

- Commitment to work all DCWAF events that occur during internship period. These events often require long hours, including some nights & weekends, and your attendance is mandatory. Please do not apply if you have any conflicts during the Seeing Red Wine Festival Weekend: Nov 7-9, 2014
- Reliable transportation
- High school diploma

## How to Apply

Please submit your: 1) resume 2) brief cover letter explaining why you are an ideal candidate for this internship & 3) availability to [lauren@dcwaf.org](mailto:lauren@dcwaf.org). Submissions for Fall Internship must be received by **August 1, 2014**.

Electronic submissions only.

Note: Spring Semester (Jan 2015 – May 2015) Internships also available. Applications for Spring Internship welcome at this time, but please specify SPRING in application.