

2024 Events Intern

About Upaya

Upaya Social Ventures is an award-winning nonprofit organization that is building a dignified economy by providing investment and support to early-stage businesses creating sustainable livelihoods for people living in the most extreme poverty. We seek out and support often overlooked companies creating work that is safe, stable, inclusive, and rewarding—generating a transformative impact on families, communities, and economies. Since our founding in 2011, Upaya’s portfolio companies have created over 35,000 dignified jobs across India. Please visit upayasv.org for more information.

Position Summary

We are seeking a dedicated intern to assist in the successful implementation of our signature fundraising event, the annual Upaya Gala. The 2024 Upaya Gala will be at the Westin Bellevue on March 1st with as many as 350 guests in attendance. This two-month long internship is an opportunity for a student, recent graduate, or anyone looking to gain experience in fundraising and event planning to hone their organizational and communication skills while helping to raise funds that will lift families in India out of extreme poverty.

Location: Seattle area, although most work will be virtual until the week of February 26th

Reports to: CEO

Start Date: January 9, 2023

Job type: Part-time / 5-10 hours per week January; 10 hours per week in February and all day Friday, March 1

Compensation: \$25 per hour

Responsibilities

The Gala intern will support preparation for the 2024 Upaya Gala on March 1st. They will manage guest registration through our event software, ensuring that all guests are registered accurately and have an excellent experience interacting with our team. The position involves communicating with guests or table captains to help them register for the event, clarify and document their wishes in our event software, PayBee, and answer any questions they may have about the event. As an integral part of our volunteer and staff Gala team, the intern is expected to attend weekly virtual team meetings and chip in wherever additional support is needed.

Skills, Experience & Qualification

This is a perfect opportunity for a student or someone with some free hours who wants to support a highly impactful nonprofit organization.

Critical Skills:

- **Exceptional** detail orientation – you're the person who always notices the typo in any note
- Terrific customer service skills – this role will be interacting with our guests more than any other
- Comfortable with a range of tech tools and able to get up to speed on our event software, Paybee
- Able to work productively from a remote location
- Confidence to proactively jump in and ask questions of anyone on the team

Desirable Skills:

- Access to a car and able to run errands
- Able to lift and carry heavy boxes such as cases of wine

To Apply

Please send a cover letter and your resume to careers@upayasv.org. Make sure you include **2024 Intern** in the subject line.

Applications will be reviewed immediately, and on a rolling basis.

Upaya Social Ventures is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.