



Urban League of Broward County

Summer Internship Program

Job Description

Title: Special Event Support Intern

Classification: Intern (Unpaid)

Status: Temporary (June-August 2025)

Department: Communications & Philanthropy

Supervisor: As Assigned

Revision Date: April 2025

Summer Internship Program Description:

The **Urban League of Broward County's Summer Internship Program (SIP)** is a 10-week immersive, unpaid internship designed to place undergraduate and graduate students in hands-on roles supporting the mission-driven work of the organization. In its inaugural year, SIP will host up to 12 interns working across programmatic and administrative teams.

Interns will contribute to impactful projects that support the League's efforts to uplift historically underserved communities. In addition, participants will benefit from professional development opportunities, including Senior Management Brown Bag Discussions and networking with the Urban League Young Professionals Network.

Essential Functions and Job Responsibilities

As the **Special Events Support Intern** in the Philanthropy & Communications Department, I will play a key role in planning, organizing, and executing milestone events during the Urban League of Broward County's **50th Anniversary year**. This position is ideal for someone who is passionate about community engagement, nonprofit event planning, and behind-the-scenes operations that bring large-scale impact to life.

Interns will gain valuable experience working across departments to support high-profile events like the **Annual Prayer Breakfast, Red Gala**, and additional celebratory and donor-focused gatherings.

- Assist with logistical planning and on-site coordination for major events, including venue setup, signage, registration, and volunteer management.
- Help prepare event materials such as run-of-show documents, name badges, signage, and collateral.
- Support sponsorship fulfillment by organizing recognition deliverables and tracking benefits.
- Communicate with vendors, sponsors, and event partners as directed by the supervisor.
- Conduct post-event evaluations, including compiling survey data and summarizing feedback.
- Collaborate with the communications team to support promotional efforts and capture content before, during, and after events.
- Maintain event checklists and timelines to ensure team members are on track with deadlines.

- Provide administrative support and other duties as assigned.

Work Environment

This job is operated in a professional office environment, offsite venues and outside areas in various weather conditions. This role routinely uses standard office equipment such as computer, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch, or crawl; and walk.

The employee must occasionally lift and/or move up to 15 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work

This is a full-time intern position. Please note the Urban League of Broward County will consider part-time (minimum 25 hours/week) applicants. Days and hours of work may vary; however, the company's business hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

Job Specifications and Requirements

Urban League of Broward County seeks passionate, intelligent, and critical-thinking students with an interest in not-for-profit management and program delivery to join us. Qualifications include:

- Exceptional undergraduate and graduate students are invited to apply and must have a current minimum GPA of 3.0.
- Coursework in communications, marketing and/or, journalism preferred. Website development is helpful.
- In addition to academic success, the Urban League seeks individuals who are committed to making a difference in their community, exemplify leadership in both traditional and non-traditional ways, and are willing to work hard.

All applications are given equal rigor in the review process and are subject to the same standards of admission. Urban League of Broward County is an equal opportunity employer, and does not discriminate on the basis of race, color, gender, age, handicap, religion, or sexual orientation.

Other

- Must have a valid Florida Driver License and/or reliable transportation to/from worksite.
- Must be able to pass a Level 2 criminal background check and drug screening.

Compensation

- This is an unpaid internship.

- Urban League will support applicants seeking college credit and/or participating in college-sponsored internship program.

Application Process

Please send cover letter, resume and a copy of your transcript (unofficial transcript is acceptable) to hiring@ulbcfl.org. Applications will be accepted on a rolling basis through June 1, 2025.