



Local First is a nonprofit organization located in Grand Rapids. Local First leads the development of an economy grounded in local ownership that meets the basic needs of people, builds local wealth and social capital, functions in harmony with our ecosystem, and encourages joyful community.

Internship Opening

Title: Program and Events Intern

Reports to: Events Coordinator

Hours: Part-time (10-15 hours per week), Occasional evenings or weekends

Starting Pay: Unpaid

Position Summary: Local First is seeking a dedicated, hard-working individual to assist the Events Coordinator with event related tasks and logistics. This individual will help to plan, implement, and execute late summer and fall events and programs for Local First. The Program and Events Intern will have the opportunity to build relationships with businesses throughout West Michigan and gain professional networking skills through business to business communications. This intern will also learn event planning and execution skills, gain insight into the day to day operations of a non-profit organization, and will further hone hospitality management and administrative skills.

Essential Position Responsibilities:

- Assist the Event Coordinator in managing event logistics for the Local First events and other projects
- Assist the Event Coordinator with light administrative duties
- Help to coordinate vendors for all Local First events
- Communicate with and coordinate event volunteers

Secondary Position Responsibilities:

- General administrative and clerical support
- Attend Local First events as needed

Essential Requirements:

- Strong written and verbal communication skills
- Strong organizational abilities
- Willingness to meet new people, make phone calls, and have face-to-face contact with business owners An interest in event and hospitality management
- Proficiency in Microsoft Office programs such as Word, Excel, and Outlook
- Ability to establish priorities and work independently on assigned tasks
- Can passionately represent the values and goals of Local First

Please submit resume and cover letter to:

Email: megan2@localfirst.com

Subject: Program and Events Intern

Mail: Local First

Attn: Event Coordinator

345 Fuller Ave. NE

Grand Rapids, MI 49503

Local First is an Equal Opportunity Employer and we strive to reflect the diverse community in which we serve. Applicants who contribute to this diversity are strongly encouraged to apply.