



Events Management Internship - Spring 2023 Kildaire Farm (Cary)

Who are we?

CORRAL is a non-profit organization that acts as an intervention program for adolescent girls, who come from high-risk situations in the Triangle Area. Our participants may be considered “at-risk” due to trauma, neglect, abuse, socioeconomic status, or, more frequently, a combination of these situations. We use a holistic approach including Equine Assisted Psychotherapy, tutoring, mentoring, and vocational training. Our goal is to teach participants how to be healthy and whole relationships, knowing that this will lead to further transformational healing. The work we do can be hard at times, but the reward of seeing the lives of young women change for the better is what makes it all worth it.

Who are you?

We are looking for a passionate, motivated university junior or senior enrolled in a B.S. or B.A. degree program related to the position. The non-profit life can get hectic at times, so we need a detail-oriented self-starter that isn't afraid to ask questions and think in innovative ways. As a CORRAL intern, you have strong verbal and written communication skills, including public speaking and interpersonal communications. A crucial skill is your ability to plan, coordinate and facilitate events. You are willing to resolve conflict and make big decisions. You also possess the ability to work independently with self-direction. Our perfect candidate desires to work in the event management field in their career journey. (This is a plus, but not a requirement.)

CORRAL's Work Culture

Although we do serious work at CORRAL's farm setting, we don't always take life so seriously. We like to work hard and play hard. You'll thrive in our fun, collaborative work space that's filled with supportive people. While our staff loves to work together and we try to maintain a family oriented culture within our team. We treat our interns and staff and have high expectations for them while providing the level of accountability needed for success. Although we are a farm with horses, no prior equine knowledge is not required to excel at this job-but a willingness to learn is!

About CORRAL's internships

At CORRAL, we don't just give our interns leftover projects. Your time with us will be filled with opportunities to produce meaningful and impactful work. Our interns are exposed to a variety of aspects of running a non-profit and are given organizational ownership over their projects. We value growth as a team and as individuals, so interns will have weekly performance feedback check-ins with their manager.

Internship Schedule

We are open to this internship being part-time or full-time. Part-time interns typically work 20-30 hours a week, while full time interns can work up to 35-40 hrs per week. It depends on your internship requirement and can be discussed during the interview process. We can be flexible within the Monday-Friday 9am-5pm work week schedule. This intern role can be a hybrid, which would require a couple days per week in the office and a couple days working remotely. This role requires evenings per month for volunteer meetings and several Saturdays per month for events as listed below.



Purpose of Internship

The purpose of this internship is to support on and off campus events for CORRAL at both locations to ensure that we have coverage to provide that all guests will experience a high level of excellent customer service.

These events include but are not limited to:

- Saturdays on the Farm (Sat 9-1:30)
- Community Workdays at both Cary & Raleigh locations (Sats 8:30 - 12:30)
- Corporate Workdays at both Cary & Raleigh locations (T,W,Th 9-12:30)
- Various off-site vendor fairs or community events as the opportunity arise.

What you'll do

Community Relations, Communications & Partnership Research

- Will lead the research and management for In-Kind donations for the Gala w/ support of volunteers.

Event Management

- Lead planning and executing a number of CORRAL events on and off property as listed above.
- Will take the lead on certain aspects of some of the events listed above
- Will communicate, give directives and possibly lead various volunteer teams to execute various events
- Develop emails to communicate with potential partners and/or vendors of the events.

Skills Required

This role requires:

- Excellent communication skills (written/oral) including proofing skills required
- Professional business acumen required
- Previous phone marketing/ telemarketing experience a plus
- Proficiency in Google products (i.e. sheets, slides, docs) required
- Proficiency with Salesforce a plus

Willingness to learn and be open and flexible are keys to success in this position

How to apply

To apply for an internship with CORRAL, email your resume along with a short personal introduction to jobs@corralriding.org. Please include the position you are applying for in the email subject and copy (cc) the manager, Jennifer@corralriding.org.