



WAA Event Design

Internship

Washington Autism Alliance is seeking an enthusiastic and dedicated volunteer to assist with our annual fundraising event; Revealing Possibilities Gala A Night of Transforming Lives. As an Event Material Design Intern, you will play a vital role in helping to promote and execute our signature fundraising event, which supports the programs and services offered by the Washington Autism Alliance.

Duties

- Collaborate with the Events Coordinator and other team members to design and promote the fundraising event.
- Help create and edit the Program Booklet
- Help create and edit the Program Slide Deck
- Help create, edit and send out a live auction preview with RSVP Reminder
- Help to refresh the Event Signage

Qualifications Needed:

- Design experience specific to creating and editing cards, slide deck, and program creation and management.
- Need to be able to create a full range of paper and digital displays to create one brand for the event.
- Great communication skills
- Frequent availability in August and early September

Appointment:

We are seeking an intern with 10 hours available weekly for 4-5 weeks, starting in mid-August.