



## Event Planning and Logistics Intern

### Young People For

Young People For (YP4) is a social justice incubator. We provide life-long social justice leadership training to unlock the potential of young people historically left out of opportunity. We are a national network that centers black, brown, indigenous, disabled, and LGBTQ+ leaders in education, media, politics, business, government, and everywhere. There are two components of our work, the year-long Fellowship for college- aged folks and the intergenerational Alumni network comprised of over 2,000 young people.

**Position Summary:** The event planning and research intern assists the fellowship and alumni team in event planning for our external events and assisting with other various logistics efforts. This position offers a chance to see large scale national event planning and coordination.

#### **Responsibilities:**

- Research keynotes speakers and workshop presenters
- Assists with travel and coordination between summit participants
- Assist with event and project-related research

#### **Qualifications:**

- Strong writing, research and organizational skills
- Ability to self-manage, multi-task if needed, and work under reasonable deadlines
- Working knowledge of word processing, Excel, and PowerPoint.
- Basic understanding of national politics and a commitment to YP4's progressive mission

**Hours:** Minimum of 16 hours per week, preferably in full or half days, in our Washington, D.C. office.

**Compensation:** Interns are paid the D.C. hourly minimum wage rate (currently, \$13.25 per hour), and are not eligible for benefits.

**To Apply:** Please send a cover letter and resume to [hr@pfaw.org](mailto:hr@pfaw.org) with "YP4 Event Planning Intern" in the title. In the body of the email, please indicate your availability to begin the position and the hours available to devote to the internship.