**Events + Programming Intern at Plywood**

[Plywood People](https://www.plywoodpeople.com/) is a non-profit in Atlanta that leads a community of start-ups doing good. We do this through community, education, and creating experiences that help people dream. Interning at Plywood People is a great way to connect to the larger mission and vision of the organization while learning the ins and outs of how a creative non-profit operates. We are looking for highly motivated, self-starting, and hard-working interns to join our team over the course of the next year.

**Job description**

* Assisting our Event Coordinator in planning and executing events such as Plywood Presents, Events hosted out of Plywood Place, etc.
* Production assistant for Plywood Place gatherings and fundraising efforts
* Support the coordination of logistical details of events

**How do I apply?**

* Please submit a resume, and letter of interest (in Word or PDF), to [Tuere@plywoodpeople.com](mailto:Tuere@plywoodpeople.com) with the subject line “Events Programing Intern”

**Whom are we looking for?**

* We are looking for passionate, detail-oriented, mission-minded individuals to help plan events, create marketing content, and make Plywood People better

**Details and Perks?**

* Rhythms: Frequent check-ins with Supervisor, Weekly Staff Meetings, and Leadership Development Huddles
* Perks: Firsthand Non-Profit Experience, Free Coffee, Fun Workspace, and Free Plywood Swag!
* Attendance at most Plywood Events is Required

**When and Where**

* This internship is from January 23rd to April 14th at Plywood Place. The number of hours is currently TBD.

***This internship is a collaboration with the Institute for Leadership and Social Impact (ILSI) at Georgia Tech. The student selected for this position will receive a Social Impact Fellowship from ILSI in the amount of $1,500 which will be paid over the 10 weeks of the internship. Students are expected to work 10 hours a week on average. Students need to be eligible for campus employment. ILSI will handle onboarding and biweekly payments and Fellows are expected to complete a blog post about their internship experience and participate in one Fellowship event with ILSI.***