



Special Events Intern

American Heart Association Heart's Delight Wine Tasting & Auction

The American Heart Association's annual benefit, Heart's Delight Wine Tasting & Auction, is widely recognized as a premier destination event where master winemakers, culinary greats and our distinguished guests gather to play and bid in our Nation's Capital. This distinctive event is a four-day celebration of exceptional food and wine and raises \$1.5 million annually for the American Heart Association.

We are seeking a Special Events Intern for the Fall 2019 semester. Responsibilities include but are not limited to:

- Research and outreach to prospective in-kind donors for event items (i.e. awards, gifts, photographers, flowers, etc.)
- Research and solicit for auction donations from hotels, restaurants, luxury brands, etc.
- Work with our auction software, Greater Giving
- Create media contact lists for the wine, food, and local media industries
- Assist in the preparation of the Heart's Delight 4-day event in May 2020
- Assist and attend other Heart's Delight events
- Other special projects as assigned

This is a great opportunity to work with a well-known organization, learn, build your resume and gain invaluable experience. The ideal candidate must:

- Possess strong written and oral communication skills
- Have an interest in event planning, food, wine, travel, and/or nonprofits
- Be able to travel to our Arlington office (walking distance from the Ballston Metro)
- Be comfortable with administrative tasks, such as printing jobs, mailings and office organization
- Be detail oriented and hard working

There is a minimum commitment of 15 hours per week. This is an unpaid position, but class credit can be arranged.

To apply, please email a cover letter and resume to:

Nancy Waskewich
Special Events Administrator, Heart's Delight
The American Heart Association
Nancy.waskewich@heart.org