

## 2026 Internship – Event Management (Hybrid)

### About Us:

The Lupus Foundation of America Texas Gulf Coast is dedicated to improving the quality of life for all people affected by lupus through education, advocacy, support, and research. Our chapter serves a diverse and growing community in Southeast Texas, and we are expanding our digital presence to better reach those who need us most.

**Internship Term:** Summer 2026 (June to August 2026)

**Total of Positions:** 1

**Job Type:** Part-time; 5-10hrs/week

**Location:** Houston, Texas (Hybrid)

**Compensation:** Community Service Hours/Volunteer

**Desired Fields of Study:** Marketing, Hospitality, Business Management, Nonprofit Management Communications, Public Relations

### Position Overview

We are seeking a highly organized and enthusiastic **Event Management Intern** to support planning and execution of our programs and community events. This is an opportunity for students or emerging professionals to gain hands-on, resume-ready experience in nonprofit event planning while helping bring meaningful experiences to the lupus community.

### What You'll Do

- Support planning and logistics for community events, including vendor coordination, scheduling, and materials preparation
- Assist with volunteer communication and help manage on-site event operations when available
- Collaborate with the Social Media Intern to promote upcoming programs
- Track registrations, maintain event data, and contribute ideas to enhance attendee experience

### What This Internship is a Great Opportunity

*Even though this is an unpaid role, interns gain valuable, career-launching experience:*

- ❖ **Hands-on exposure to real nonprofit events** (walks, health fairs, fundraisers, education programs)
- ❖ **Portfolio-worthy project ownership** – help design event materials, workflows, and logistics outlines
- ❖ **Mentorship** from nonprofit leaders, board members, patient advocates, and community partners
- ❖ **Flexible schedule** designed to fit around coursework
- ❖ **Networking** with healthcare professionals, vendors, volunteers, patient leaders, and corporate partners
- ❖ **Experience** in project management, vendor coordination, fundraising support, and community engagement
- ❖ **Service Hours:** With a recommendation letter from the CEO of Lupus Foundation – Texas Gulf Coast of the community impact you served

### What You'll Gain

*By the end of the internship, you will have:*

- Experience planning and supporting nonprofit events from concept to execution
- Knowledge of logistics, vendor management, volunteer coordination, and event operations
- Real-world project plans, checklists, and event materials for your professional portfolio
- Improved communication and leadership skills
- Professional references, networking contacts, and letter of recommendation
- The satisfaction of creating meaningful experiences for people living with lupus

### Preferred Qualifications

- Interest in event planning, hospitality, marketing, public health, nonprofit work, or community engagement
- Strong organizational and communication skills

- Ability to multitask, problem-solve, and work well independently
- Comfortable with people and relationship-building
- Experience with Microsoft Office
- Willingness to work occasional weekends or evenings during events (optional)

**How to apply:**

- CV/Resume: Adding details to relevant event management experience

Cover Letter: Explaining your interest in supporting our mission and share why you are attracted to this opportunity