

**Green School Bali** is a progressive, dynamic and wall-less Pre-K to Grade 12 educational institution, located in the lush jungle of Bali, Indonesia.

### **Internship Description:**

The Green School's Community Relations team manages the school's internal and external events. ShiftEdu 2020 is the education symposium discussing education for sustainability. As one of the school's external events, we will be focusing to build and prepare the event from January and it will be held in May 2020.

The intern will work alongside with Community Relations team and receive direct mentoring. Through this internship, the intern will gain valuable skills and knowledge in regards to events management and organization, system thinking, strategy implementation, networking, and other opportunities that she/he is passionate about.

### **Job Description:**

*Assisting and supporting the event includes but not only:*

- *Event preparation:*
  - Co-planning overall event
  - Assisting with email communications and inquiries
  - Co-planning and arranging overall logistics (accommodation, transportation, operation, meals, printing, welcome bag, ticketing, etc)
  - Sending events stakeholders a preparation email (about Green School, about the events, what to bring, etc)
  - Managing volunteers from application to pre-arrival process
- *Event execution:*
  - Ensuring the event is on time and has a smooth flow
  - Co-managing the event's stakeholders throughout the event
  - Managing and coordinating volunteers
- *Event wrap up:*
  - Collecting events data and creating an events report
  - Collecting invoices from vendors
  - Sending events stakeholder a follow-up email (survey, materials, photos, etc)

*General responsibilities include but are not limited to:*

- Researching similar events and brainstorming ways to make the event successful
- Researching and gathering data on prospective events stakeholders (sponsors, speakers, volunteers, vendors, and participants)

**Requirements:**

- Ability and willingness to adapt and work collaboratively within a multicultural community
- Ability to work in a team, proactive, creative, and a critical thinker
- Ability to be flexible and work under pressure with deadlines
- Good proficiency in English, both written and spoken
- Strong attention to details and good organizational skills
- Knowledge and familiarity with Google Online Tools
- Experience in managing a big events is a plus

**Working hours:** 8 am - 4 pm | **Duration:** Jan-Jun 2019 | **Wage/Salary:** Paid