



Emerging Prairie Event Coordinator Intern

Part-Time/Full-Time Position || Pay rate: Starting at \$12/hour

Internship date: May - August 2020

Emerging Prairie is looking for an Event Coordinator Intern to continue its tradition of creating world-class events that drive impact, engagement and connection. The Event Coordinator Intern will assist the Event Coordinators with the execution of events. Along with assisting with events, the Event Coordinator Intern will also help out with Prairie Den administration.

The ideal candidate is excited by entrepreneurship and the community, works well under pressure, is eager to create unique experiences for attendees and isn't afraid to try new things. This individual will have strong communication and organization skills, be able to multitask while working on deadlines and be physically capable of lifting up to 30 pounds.

*Note: this internship averages 36 hours per week but there may be more hours needed during the week of events.

Key Areas of Responsibility

Event Planning and Programming

- Assist the events team in communicating with vendors and ensuring the vendors have a clear understanding of the details for the event.
- Assist the events team in finding and booking musicians and artists
- Provide logistical support as needed before, during and after Emerging Prairie events and programs.
- Be a creative partner in the creation and implementation of regular programming.
- Assist in producing and executing creative projects that can be implemented at events.

Other Duties

- Ensure the Prairie Den is well-kept at all times.
- Assist with set-up and tear down of on-site events.
- Help maintain, manage and welcome at the front desk at the Prairie Den.
- Engage with community members and event attendees at Emerging Prairie events as well as community events.
- Other duties as assigned.

Qualifications

Minimum Qualifications:

- Strong communication skills.
- Excellent interpersonal skills both in person, by phone, and email, with high professionalism.



- Comfortable operating with minimal supervision to meet organizational needs.
- Ability to keep up with the rapid pace of the position and be adaptable to spontaneous adjustment/revisions.
- High organizational skills and a tendency for detail-orientation is essential.
- Ability to multitask while working on multiple deadlines.
- Interest in community development and the entrepreneurial ecosystem.

Preferred Qualifications:

- Experience event planning.
- Pursuing a degree in Business, Project Management, Communications or other relevant degree

Physical Demands:

- Ability to continuously stand or walk during events.
- Ability to bend, squat, climb stairs and lift occasionally.
- Ability to lift up to 50 pounds occasionally.

Work Environment:

- May occasionally work in temperatures above 100 degrees and below 32 degrees.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders and work off elevated surfaces.
- Noise level in the work environment is frequently loud.

To Apply: Send a cover letter and résumé to info@emergingprairie.com

About Emerging Prairie

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to connect and celebrate the entrepreneurial ecosystem through innovative initiatives, programming, and events that move the needle and ignite economic growth for our region. Some of our initiatives include operating a co-working space (The Prairie Den), launching the first code school in North Dakota (Emerging Digital Academy) and steering the momentum on the Grand Farm Initiative. Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded based upon the following principles in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

1) Educate Our City - By bringing ideas to Fargo and challenging the status quo, we can move our community forward. Through events, programming, and using our influence to convene leaders, we



are able to move ideas to action and impact.

2) Infuse the Arts - We create opportunities for the arts/artists to be incorporated into all of our events and programs. We believe artists are the vital culture creators in a community; culture is a key factor in what makes people choose to build a life in a city.

3) Build on Our Brightspots - We are cheerleaders and champions of the people who are doing great things in our community. Working from the idea of "a rising tide lifts all boats," we celebrate those that are making progress and positively impacting our community.

4) Practice Radical Inclusivity - As the fabric of our community becomes richer, we need to create an environment to welcome people from a variety of backgrounds, faith traditions, lifestyles, etc. We do this through actions such as participating in Welcoming Week, celebrating New American Entrepreneurs, providing gender-neutral restrooms at events, utilizing "pay what you can" methods and offering vegan food at our events.

5) Accelerate Entrepreneurs - We host events that give entrepreneurs a platform to share their passion about their business or idea. We continue to strengthen programs that provide opportunities for entrepreneurs to learn and connect.

Mission statement: To connect and celebrate the entrepreneurial ecosystem.

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