



<http://www.nutsaboutgranola.com/>

Nuts About Granola Event Coordinator

SPRING 2011

The purpose of this position is to give aspiring entrepreneurs an opportunity to get first hand small business experience in a growing company.

Job Description:

Nuts About Granola is looking for an Event Coordinator (EC) to manage our sponsorship events. The EC will be responsible for the logistical planning and execution of our events including but not limited to: communication with the host, budget requests, gathering of materials and day of attendance. The EC will evaluate each event for its effectiveness based upon an evaluation form factoring in several elements. A follow-up with the host and narrative summary of the event will be posted on the company blog along with any pictures and stories.

A few task examples:

- Plan, manage and research events and sponsorship opportunities
- Form and manage a master events calendar
- Coordinate events
- Attend/manage each event
- Evaluate and summarize each event's effectiveness
- Write a narrative summary to be posted on the company blog

Events we have previously attended:

- Local 5k and 10k events
- Harrisburg Triathlon
- Health Fairs
- Mother Harvest Festival
- PA Farm Show
- First Friday York and Lancaster

Job Requirements:

- Valid PA State driver's licenses and access to reliable transportation
- Access to the internet and quick communication response time
- Desire to learn about small business
- Outgoing and personable personality
- Majoring in Business or Communications in a four year college/university or desire to learn about business

Hours:

- Estimated weekly commitment of 5 hours for planning and coordinating the events
- Most of the work can be done via telephone or the internet
- Additional time will be incurred while attending the events.

Compensation:

- This is an unpaid position. Applicants are encouraged to use this internship towards academic credit. We are very flexible with class schedules and requirements. Start date based on applicant's schedule.

Please email resumes to Sarah Lanphier, sarah@nutsaboutgranola.com