



**Job Title:** Part-time, Unpaid Internship Opportunity - Events & Logistics Coordinator

**Organization:** FIRST Nevada

**We're looking for 3 individuals to serve each of the following locations:** Las Vegas, NV - Reno, NV – Elko, NV

**About FIRST Nevada:** FIRST Nevada is a nonprofit organization committed to igniting young people's curiosity in science and technology. Our mission is to orchestrate engaging robotics competitions and events that unite students, mentors, and volunteers in celebrating STEAM (Science, Technology, Engineering, Arts, and Mathematics) education. Join us in our mission to inspire the next generation of innovators and problem solvers! Visit [www.FIRSTNevada.org](http://www.FIRSTNevada.org) to learn more.

**Season Schedule:** Use this [link to view our Save The Date](#) and [Season Calendar for our events](#).

**Position Overview:** FIRST Nevada is in search of a dynamic and enthusiastic Part-time Events & Logistics Coordinator to join us in a non-paid internship role this season with the opportunity to join us in a paid role for the 24/25 season. As an Events & Logistics Coordinator Intern, you will play an integral role in organizing and executing our robotics competitions and events. This role offers valuable hands-on experience in event planning, volunteer recruitment, venue logistics, and more.

**Non-Paid Internship Benefits:** We believe that this internship presents a unique opportunity for aspiring professionals looking to bolster their resumes, gain invaluable hands-on event experience, and expand their skill set within the events and logistics industry.

As an Events & Logistics Coordinator Intern, you will be at the forefront of our efforts to organize and execute engaging robotics competitions and events. This role serves as a pivotal stepping stone towards a fulfilling career in event management and related fields. Here are some compelling reasons why this non-paid internship can be a game-changer for your career:

1. **Hands-on Event Experience:** You will actively participate in the entire event planning process, from conception to execution. This practical experience will allow you to build a strong foundation and develop key event management skills.
2. **Resume Enhancement:** Adding this internship to your resume will demonstrate your commitment to your career goals and show potential employers that you've taken the initiative to gain real-world experience. It can help you stand out in a competitive job market.
3. **Networking Opportunities:** Working with FIRST Nevada means you will connect with professionals and fellow interns in the industry. These connections can be invaluable when seeking job opportunities or references in the future.
4. **Skill Diversification:** You'll have the chance to expand your skill set, including organizational, communication, problem-solving, and multitasking abilities. These skills are highly transferable to various roles and industries.
5. **Transition to a Paid Role:** By excelling in your internship, you'll position yourself as a prime candidate for a possible paid role in the following season.
6. **STEM Education Advocacy:** Being part of our mission to inspire the next generation of innovators and problem solvers is not only fulfilling but also an excellent addition to your professional journey.

In summary, our non-paid internship provides you with a dynamic learning environment, practical experience, and a pathway to a potential paid role in the future. Join us, and together, we can make a difference in STEAM education while advancing your career in event management and logistics.

**Key Responsibilities:** • Assist in the planning and coordination of robotics competitions and related events. • Collaborate with our Program Delivery Partners, Coordinators, Event Hosts, and Volunteer Coordinator to develop event plans and timelines. • Aid in recruiting and managing volunteers for events. • Assist in securing event venues and coordinating logistics. • Manage food and catering arrangements for events. • Contribute to event setup, teardown, and day-of operations. • Provide outstanding customer service to participants, volunteers, and stakeholders. • Support social media posts and event promotion. • Assist with post-event loadout.

**Qualifications:** • Currently pursuing a degree in event management, hospitality, marketing, or a related field (or recent graduate) OR possess experience in event planning. • Strong organizational and multitasking skills. • Excellent communication and interpersonal skills. • Demonstrated work ethic, operating with accountability, reliability, and respect. • Detail-oriented with a strong focus on accuracy. • Ability to work both independently and as part of a team. • Enthusiasm for STEM education and robotics is a plus. • Flexibility to work varied hours, including evenings and weekends as needed for events. • Access to reliable transportation for travel to event locations. • Previous experience with FIRST is preferred.

**Compensation:** This is an unpaid internship position.

**How to Apply:** Interested candidates should submit their resume and a cover letter detailing their qualifications and experience in event planning and STEAM education to [aquick@firstnevada.org](mailto:aquick@firstnevada.org). Please include "Internship: Events & Logistics Coordinator - [Your Name]" in the subject line.

Note: FIRST Nevada is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences, including those from underrepresented groups. Join FIRST Nevada and help us craft memorable experiences for our participants while advancing STEAM education.