

SHAPE Skate Foundation

Terms of Reference (TOR): Business & Event Management Intern

Position Title: Business & Event Management Intern

Location: Washington, D.C. / Hybrid (as needed)

Duration: May/June – October/November 2026

Type: Unpaid Internship

Time Commitment: Part-time, ~20 hours per week (flexible schedule)

Supervisor: Executive Director

Background

SHAPE Skate Foundation (SHAPE) empowers Black and brown youth and young adults in the African diaspora and the U.S. through skateboarding and creative arts. As SHAPE expands its programming and prepares for its Annual Art Benefit, we are seeking a dynamic intern to support event planning, operations, and community engagement efforts.

Key Responsibilities

1. Event Planning & Coordination (May/June – October/November 2026)

- Support planning and execution of SHAPE's Annual Art Benefit.
- Assist with vendor coordination, logistics, timelines, and event deliverables.
- Update and track event tasks and timelines using Milanote.

2. On-Site Event Support

- Represent SHAPE at events, including managing SHAPE tables and materials.
- Provide logistical and operational support during events.

3. Volunteer Coordination

- Assist with recruitment, onboarding, and coordination of volunteers.
- Support communication and scheduling to ensure effective engagement.

4. Marketing & Outreach Support

- Contribute to event-related marketing campaigns and promotions.
- Assist with content coordination for social media and outreach efforts.

Expected Learning Outcomes

- Gain hands-on experience in nonprofit event planning and operations.
- Develop skills in volunteer management and stakeholder coordination.
- Build experience in marketing and campaign execution for events.
- Strengthen project management and organizational skills using digital tools.

Qualifications

- Undergraduate/graduate student or recent graduate in business, event management, communications, or related field.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Interest in social impact, youth empowerment, or creative arts.
- Familiarity with tools like Google Workspace; experience with Milanote is a plus.

Benefits

- SHAPE-branded merchandise and materials.
- Covered travel and meals for approved events.
- Mentorship and professional development opportunities.
- Hands-on experience supporting a high-impact nonprofit event.

Reporting & Supervision

The intern will report to the Executive Director and receive regular check-ins to review progress, tasks, and learning goals.

Terms & Conditions

- This is an unpaid internship and does not guarantee employment.
- Intern must comply with SHAPE policies on confidentiality and conduct.

- Work schedule will be coordinated based on event timelines and availability.