Special Events Internship

Administration Intern

DC, Washington, DC, US

Today Requisition ID: 1175

Apply

Salary Range: $18.50 To $18.50 Hourly

Bread for the World is a Christian advocacy organization urging U.S. decision makers to do all they can to pursue a world without hunger. Our mission is to educate and equip people to advocate for policies and programs that can help end hunger in the U.S. and around the world. The Karen Sue Smith and Rose DiMartino Internship Program enables you to contribute your efforts to this mission while benefiting from opportunities for supervised learning, personal development, and gain work experience.

DEPARTMENT: Development

REPORTS TO: Events Manager

SEMESTER: Spring (January - April 2027)

SCHEDULE: Full-time: up to 30 hours per week

APPLY BY: December 11, 2026

PRIMARY PURPOSE: As the Special Events Intern, you will support the events manager and gain a solid foundation for a career in event planning, project management and nonprofit management. Primary responsibilities for this role will include a combination of the following:

1. Assist with event logistics and planning.
2. Coordinate with vendors.
3. Prepare digital communications.
4. Provide customer service support and general administrative task.
5. Participate in department meetings
6. Work on additional projects as requested.

SKILLS/KNOWLEDGE REQUIRED:

- Pursuing a BA or BS degree in hospitality, tourism, marketing, business administration or non-profit management.
- Strong organizational, communication and interpersonal skills (written, oral, and electronic).
- Ability to problem solve with a positive attitude.
- Ability to be collaborative and flexible to changing circumstances.
- Familiarity with MS Word, Excel, Canva, PowerPoint, Event/project software like Cvent, Asana is a plus.
- Strong attention to detail.
- Interest in Bread for the World's mission to end hunger through advocacy and public policy.
- Willingness to learn.
- Commitment to the mission of Bread for the World.

WORK ENVIRONMENT ISSUES:

- This internship is based in Washington, DC.
- Bread is a hybrid organization.

CULTURAL EXPRESSIONS:

Bread is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. Bread is also committed to being an equal opportunity employer.

OUR VALUES:

1. ***We value our faith.*** Our faith in Christ compels us to love our neighbors near and far and is the foundation for our hope, story, mission, and values.
2. ***We value human flourishing.*** We believe that every human being, created in the image of God, has inherent dignity that affords an opportunity to thrive in relationship with God, self, neighbor, and the environment; and to access enough nutritious food for good health.

3. ***We value justice.*** We seek to establish effective systems, structures, and policies that affirm equality and advance equity among all human beings to alleviate hunger and poverty.
4. ***We value courage and prophetic voice.*** In a spirit of wisdom and love, we will be bold in articulating and pursuing our vision of a world without hunger.
5. ***We value nonpartisanship.*** We believe that effective and sustainable public policies are made when, in good faith, we employ a civil and bipartisan approach to develop and implement laws and programs to achieve our mission.
6. ***We value collaboration.*** We believe in working alongside and building community with a diversity of churches, interfaith communities, institutions, and individuals, including people experiencing hunger, to achieve our mission.
7. ***We value impact.*** We strive for excellence in our work and hold ourselves and our nation's leaders accountable in the pursuit of public policies that render measurable results and meaningful change for people everywhere affected by hunger.

DISCLAIMER:

Background and reference checks will be conducted on all final candidates. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.