



# Events & Hospitality Internship

## About Detroit PAL

Detroit PAL is a non-profit organization with the mission of Helping Youth find their Greatness. The organization is positively impacting the lives of 12,000 youth each year through athletic and enrichment programs. PAL also empowers the community by training 1,700 volunteers and coaches, by creating safe places for kids to play, and by running quality programs which keep young people healthy and active. Detroit PAL's home office is located at the Old Tiger Stadium on Michigan near Trumbull, which is a hub of programming excellence for youth in and around Detroit.

## Key Responsibilities

- Develop and implement a key internship project that assists the organization and staff
- Work directly with the Director of Special Events, the Events Manager, and Director of Operation and Administration Coordinators to manage events and related facility needs.
- Learn and develop improvement strategies for client marketing, communication, and service
- Assist with program and banquet events at The Corner Ballpark
- Coordinate staff with volunteers for planning and successfully running events.
- Work directly with senior non-profit leadership
- Work across the organization on multi-departmental projects

## Desirable Credentials, Skills and Traits

- Able to work in a team environment
- Willingness to take the initiative and drive progress
- Accountability
- Solid project management skills
- Good attention to detail and organization
- High standards for excellence in execution

## General Internship Objectives

- Understand the goals and objectives of The Corner Ballpark presented by Adient and Detroit PAL from a facility, events, and operational perspective
- Gain a better understanding of coordination needs between events, programs, and banquet rentals.
- Work at the Historic Old Tiger Stadium, learning the history and the impact of The Corner on Detroit
- Develop an understanding of the event and banquet rental procedures
- Learn more about non-profits and event management

## Next Steps

To apply for the position please email your resume and cover letter to [intern@detroitpal.org](mailto:intern@detroitpal.org). Please note that this is an unpaid internship.

