



Special Events Intern Internship Application

Job Type: Internship

Time Commitment: 15-20 hours per week

Work Location: Brooklyn, NY (In-Person preferred, Remote option available)

Description: The *Completed Life Initiative* (“CLI”) was founded in 2019 in an effort to advocate for self-determination at the end of life, exploring what it means to have lived a “completed life,” and how to preserve dignity and personal autonomy at the very end. In the past year, CLI has grown a community to include a listserv comprising 1500+ individuals. For 2022, CLI plans to host many interactive webinar events, develop an extensive network of partner organizations, and double community engagement.

To help in these endeavors, we are looking for a **Special Events Intern** to aid in the many digital and in-person events we are planning for the Summer 2022 season. The intern must be a passionate and proactive self-starter, who is disciplined and motivated to work independently given flexible work hours, with tight turnaround times and time-sensitive deadlines. The intern will demonstrate honesty, punctuality, a cooperative and collaborative attitude, and a willingness to learn.

The internship will involve:

- Active collaboration with CLI’s Program Director and other team members to develop, plan and execute live events held through Cisco Webex, with the potential for in-person events as well
- Assistance with building attendance, both nationally and internationally, for all Completed Life Conferences and Events
- Familiarizing yourself with CLI’s past events and strategizing ways to expand their potential
- Weekly check-in meetings with CLI’s Program Director

Requirements:

- Recent 4-year college graduate or current graduate student
- Experience with hosting webinars and/or event livestreams
- Strong analytical, planning, and communication skills
- Highly developed writing skills with the ability to produce written copy quickly
- **Developed skills in graphic design on Canva or similar program to create event promotional materials**
- Willingness to learn, collaborate with colleagues, and respond within 1 business day to task delegation and task management in Asana
- Willingness to learn and run outreach email campaigns in Salsa Labs

Additional Qualifications:

- An interest in end-of-life options, bioethics, death and dying, law, and/or philosophy
- Experience hosting Webinars on Cisco Webex or similar video conferencing platform
- Experience attending or organizing academic conferences



Special Events Internship – Summer 2022

By completing this form, you acknowledge that you are either a recent college graduate or current graduate student. Please take a moment to carefully complete the following application to the best of your ability.

Once you have completed this questionnaire, please save the document as “**Completed Life Initiative_Events Internship_ YOUR NAME.doc**” and **email it, along with your most updated CV/Resume, to info@completedlife.org.**

REQUIRED: Please format the email subject header as “**APPLICATION – Events Internship.**”

Name:

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Alma Mater:

Email:

Timezone:

Phone number:

Date of Birth:

Pronouns:

Why are you interested in becoming a Special Events Intern?

Answer:

How familiar are you with video conferencing programs like Cisco Webex?

Answer:

What is your experience with hosting live events, either virtually or in-person?

Answer:



At Completed Life, new projects arise continuously, where quick turnaround times are critical to keep organizational programs running seamlessly. Describe how you prioritize your time in response to a deadline.

Answer:

Describe how you manage your time and stay organized.

Answer:

What's one thing we should know about you that we might not be able to glean from your CV/resumé?

Answer: