



EVENT PLANNING GRADUATE INTERNSHIP

Are you passionate about creating impactful experiences that bring people together and strengthen communities worldwide? Delta Zeta Sorority is seeking qualified graduate-level interns to support as Event Planning Interns for the Spring 2026 semester! This graduate-level internship provides an exceptional opportunity to contribute to Delta Zeta's strategic focus on the membership experience, growth and community impact, playing a key role in planning, organizing and executing events. Through this experience, Event Planning Graduate Interns will gain advanced, hands-on exposure to event strategy, logistics, communications and nonprofit operations. The program is ideal for candidates pursuing careers in event management, marketing, nonprofit administration or organizational leadership. Participants will develop professional skills highly valued in both nonprofit and corporate environments while making a tangible impact on the organization.

GENERAL INTERNSHIP RESPONSIBILITIES

- Assist in planning, coordinating and executing national and regional events that align with Delta Zeta's mission and strategic goals.
- Support logistical and operational tasks, including scheduling, communication timeline, vendor coordination, budgeting and event setup.
- Contribute to the development and implementation of event strategies that enhance member engagement.
- Collaborate with staff and volunteers to ensure effective communication and seamless event execution.
- Assist in creating event materials, communications and promotional content to support participation and awareness.
- Collect post-event evaluations and feedback analysis to inform future planning and continuous improvement.
- Gain exposure to the nonprofit management and organizational processes that support large-scale events and initiatives.

POSITION REQUIREMENTS

Qualified candidates must:

- Be actively enrolled as a graduate student (Masters or Doctoral) in a verifiable program of study with a college, university or educational program/institution during the internship term.
- Commit to an average of 15 hours per week during the internship term. More hours can be added if needed for obtaining academic credit. If the candidate is seeking academic credit for the internship, they are responsible for coordinating this with the institution, completing approval process with the institution and providing any required verification paperwork from the institution to Delta Zeta at least 10 business days before it is due.
- Delta Zeta or other fraternal organization membership is required.
- Direct experience with sorority or fraternity operations, is preferred, but not required.
- Have a desire to work in a remote internship space requiring both team and independent work.
- Have excellent interpersonal skills and a passion to collaborate effectively.
- Demonstrate interest in event planning and management.
- Have excellent coaching, verbal and written communications skills, including timely and professional responses.
- Demonstrate analytical and problem-solving skills.
- Maintain high levels of organization, a strong attention to detail and the ability to multitask.
- Strong working knowledge of Microsoft Office (Outlook, Word, Excel, etc.).
- Have experience and a working knowledge of a variety of technology systems, software types and organizational tools, with a willingness to learn new systems.

COMPENSATION

- The internship term will run from January 12, 2026 to June 1, 2026. The stipend for the position is \$2,500.00, paid in one payment of \$2,500.00 during the Contract Term, on June 1, 2026.
 - Note: this internship is considered an Independent Contractor position. Delta Zeta will not withhold any taxes from the compensation. The intern is responsible for all federal, state and local taxes applicable to the compensation received under this contract. In accordance with IRS regulations, Delta Zeta will issue a Form 1099-NEC to the Contractor for any payments totaling \$600.00 or more during the calendar year. The intern will need to provide Delta Zeta with a completed and signed IRS Form W-9 prior to receiving any compensation.
- Professional Association Membership reimbursement for graduate student membership of up to \$200.00.
- All travel to Delta Zeta events, as assigned and approved, would be covered by Delta Zeta Sorority.

APPLY TODAY!

**APPLICATIONS WILL BE ACCEPTED THROUGH
MONDAY, DECEMBER 1, 2025, AT 8:00 P.M. EASTERN.**

If you have any questions about the internship application process, please reach out to Mary Waterman, Chief Growth Officer, at mwaterman@deltazeta.org. For specific questions related to the Event Planning Graduate Internship, please reach out to Sarah McCracken, Chief of Staff, at smccracken@deltazeta.org.