



Event Coordinating Internship

About the Organization

Sukoon Healing of the Minds is a nonprofit dedicated to fostering holistic well-being within the Muslim American community in greater Minnesota. Through specialized programming, awareness initiatives, and accessible resources, our mission is to promote mental wellness while bridging gaps in culturally informed mental health services. We envision a society where Muslim Americans can access comprehensive mental health support without fear or judgment, cultivating a culture of understanding, support, and resilience.

Purpose of Role

The Events Coordinating Intern will play a central role in planning and executing educational events and training sessions that promote Sukoon's mission and engage our community. The objective is to ensure the successful planning and delivery of events that educate, inspire, and foster a sense of community among participants while increasing awareness of Sukoon's programs and services.

Roles & Responsibilities

- Collaborate with the team to plan and execute educational events, workshops, and training sessions.
- Assist in event logistics, including venue coordination, scheduling, and participant registration.
- Create promotional materials, including event flyers, social media posts, and email invitations.
- Coordinate with speakers, presenters, and trainers to ensure a seamless event experience.
- Provide on-site support during events, including managing registration, tech, and participant needs.
- Collect and analyze feedback and event data to evaluate and improve future events.
- Assist in post-event follow-up, including thank-you emails and surveys.

Skills & Requirements

- Experience in event planning, hospitality, outreach, mental health, or a related field.
- Self-motivated and able to work with minimal oversight. Ability to work effectively both independently and in a team. Outstanding verbal and written communication skills.
- Excellent time-management, organizational skills, and project management skills.
- Ability to work well under pressure and meet deadlines.
- Passion for creating meaningful and engaging event experiences. Passion for mental health advocacy.

Internship Compensation and Schedule Details

Approximately a 3-month commitment. 12- 15 hours/week, hybrid. \$500 stipend.

To Apply: Email cover letter and resume to info@sukoonhealingoftheminds.org