

EAST JOB DESCRIPTION

JOB TITLE: Events Intern
DEPARTMENT: Operations

SUMMARY: The Events Intern collaborates with the Events Team on the logistical planning, coordination, and execution of the annual EAST Conference.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with the Events Team to learn the conceptual and logistical considerations that go into event planning.
- Attends planning meetings, takes notes, and enters post-meeting action items and deadlines into project management tool.
- Collaborates with the Events Team to develop and implement security measures and an emergency preparedness plan
- Assists Communications Team with producing and publishing content for the event website, social media and mobile app
- Assists Events Team to coordinate and host the EAST Conference Leadership Team Retreat
- Coordinates catering and menu selections.
- Distributes thank you cards after the event.
- Gathers hotel room pickup numbers and negotiates hotel agreements for the 2021 event
- Other duties as assigned.

QUALIFICATIONS:

- High school diploma
- Proficient in Google Suite tools.
- Experience with Basecamp or project management tools, preferred
- Experience with social media sites (Facebook, Twitter, Instagram, and Snapchat)
- Strong communication and relationship building skills.
- Non-profit experience, a plus
- Ability to think creatively, take initiative, and work as part of a team.
- Exhibits a positive attitude.
- Must be organized and extremely detail-oriented.
- Must have a current, unrestricted driver's license.
- Ability to attend EAST events which often requires overnight travel.

SUPERVISORY RESPONSIBILITIES:

- None

EDUCATION AND/OR EXPERIENCE:

- Previous internship or related experience a plus

LANGUAGE SKILLS:

- English language: including punctuation, spelling, grammar, and writing technique
- Excellent written and verbal communication skills

REASONING ABILITY:

- Ability to problem solve using deductive reasoning skills in a timely manner

MATHEMATICAL SKILLS:

- Basic skills including but not limited to addition, multiplication and division of whole numbers, decimals and fractions

PHYSICAL DEMANDS:*

- Ability to occasionally lift 35 pounds
- Ability to drive a car
- May frequently be required to stand, walk, use hands, reach, stoop, kneel or bend, talk, or hear

*Requests for accommodation need to be directed to Human Resources.

WORK ENVIRONMENT:

- Quiet to moderate noise level
- Fast paced, collaborative and positive

Signature

Print Name

Date