

## EAST JOB DESCRIPTION

**JOB TITLE:** Events Intern  
**DEPARTMENT:** Operations  
**REPORTS TO:** Director of Events

**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 content for the event website, social media and mobile app.
- Coordinates the moving plan, in collaboration with the technical services team.
- Assists with catering and menu selections.
- Coordinates alumni and other event volunteers.
- Secure hotel accommodations for staff and other VIP guests
- Distributes thank you cards after the event.
- Other duties as assigned.

### QUALIFICATIONS:

- High school diploma
- Proficient in Google Suite tools.
- Experience with Basecamp or project management tools, preferred
- 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

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Signature

Print Name

Date