

Employer: Employer, Inc.

Title: Events Coordinator Intern

Description:

Employer, Inc., is seeking an Events Coordinator Intern to join our dynamic company. This is a great opportunity for a student seeking a career in events planning, advertising, marketing, sales, or business. You will help us connect customers to our products and have fun while doing it!

The Intern will assist the Events team on various projects and tasks to gain experience in the field of events marketing. He/She will work on a wide variety of projects including Events Communications and website updates, Events' assets and inventory, pre/post tradeshow processes, procurement, and logistical planning and coordination as well as Event project research and development. Hours are flexible, with a minimum of ten hours a week. This position is available starting in December, and end date/holiday schedule is flexible. The intern will work in our Santa Barbara, CA office.

Projects / Learning Outcomes:

The intern will be supervised by a member of the Events team and receive training on Events Communications. The intern will learn cross team communications and project management skills, as well as higher proficiency of MS Suite skills, ability to construct content and enhance communications as well as the usage of web tools, etc. The intern will work with internal and external vendors, learn inventory tracking software, and gain exposure to specific Events terminology.

The role will not be dull and the intern will have an opportunity to gain experience in many aspects supporting all types of events, leading up to a big tradeshow. He/she will also be able to work with cross departments including Finance, Marketing, Sales, etc. to gain knowledge in these other areas of operation and budgeting.

This is a great opportunity to enhance skills in organization, multi-tasking, communications, and learn about event production, event marketing, and event operations.

Qualifications and Requirements:

- General business knowledge – a few business courses or experience working in an office
- Use of MS office suite – basic Word, Outlook, and Excel. PowerPoint helpful.
- Enrolled in a college degree program
- Strong communication (oral, writing and presentation) skills
- Detail oriented
- Professional presence and demeanor

Please apply through Handshake with your resume and cover letter.

Location #1

Santa Barbara
California
United States

Position Type: Internship

Desired Major(s): Liberal Arts

Desired Class Level(s): Junior, Senior

Salary Level: \$13.50/hour 

Job Function: Advertising/PR/Event Planning

Approximate Hours Per Week: 10-15