



EVENT PLANNING/PROGRAM COORDINATION INTERNSHIP

INTERN DESCRIPTION

Reports directly to the Events Manager in planning logistics for Chamber events and programs; assists in other Chamber work as needed; attends committee planning meetings as schedule allows.

REQUIRED SKILLS

A college, sophomore, junior or senior student pursuing a degree in Communication, Marketing, Advertising/Public Relations, Event Management or related field. Some previous internship or volunteer experience in special events, public relations, or marketing is preferred. It is also required that the intern attend the special events and programs that he/she helps coordinate, unless there is a class conflict.

Other skills that would be beneficial to this position and are preferred: Excellent written and oral communication skills, strong organizational skills, accuracy and detail-oriented, works well under deadlines and prioritizes workload, full knowledge of Microsoft Office, and capacity to work independently, self-motivated, team player.

DEVELOPED SKILLS

- Ability to track and organize multiple projects with concurrent deadlines.
- Problem solving skills. Creative and critical thinking skills.
- Networking skills and relationship building techniques.

APPLICATION PROCEDURE

Interested students should send their resume with contact information. They will later be contacted to set up an interview at the Chamber.

CONTACT

Mrs. Ally Stricker
Events Manager
151 West Lyman Avenue
Winter Park, FL 32789
Phone: 407-644-8281
E-mail: astricker@winterpark.org