

# Event Coordinator Intern

April 2022

Event Coordinator Interns will directly assist the Events department with a wide range of projects related to day-to-day event operations and planning. This internship is designed to be both educational and practical. In this position, the intern will learn how to take skills they may have acquired in school related to their areas of interest and apply them in a professional setting. The candidate will gain firsthand knowledge about professional experience in communications, marketing, analytics, outreach, and event planning for a thriving nonprofit organization in economic development.

## DUTIES AND RESPONSIBILITIES

- Assist in ensuring proactive planning, communication and scheduling of a wide variety of events including annual events, dinner programs, networking events, and special interest group meetings
- Assist in the program content development for events, solicit sponsors, create and coordinate the drafting/distribution of promotional materials
- Assist with the logistics for meetings and events, including sourcing venues, room set-up, audio/visual, food and beverage, etc.
- Assist in managing pre- and on-site registration (tracking via CRM database, generating reports and producing attendee badges if applicable for all events and programs)
- Monitor the special events content on the website, social media channels and events calendar in outlook to ensure they are updated
- Assist in preparation of invoices and track payments received for event sponsorships
- Provide on-site event support, including but not limited to registration, set-up and vendor management
- Provide high quality customer service by fielding event related requests and questions
- Assist with maintaining inventory of event supplies

## REQUIREMENTS, QUALIFICATIONS AND DESIRED TRAITS

- Comfortable working in a fast-paced, team-oriented environment and doing hands-on work in a growing organization
- Self-motivated and able to work in a team environment, as well as independently
- Strong written and verbal communication skills and exceptional attention to detail
- Experience or interest in using:
  - Event management software (Eventbrite)
  - HubSpot
  - Zoom / Zoom Webinar
  - Monday.com
  - CRM databases

## JOB TYPE:

- Paid internship

## APPLICATION INFORMATION

Qualified candidates should respond by sending a cover letter and resume to [hr@greatersacramento.com](mailto:hr@greatersacramento.com). Greater Sacramento Area Economic Council provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.