



Special Events Internship

Position

Do you have a passion for planning events? Are you looking for an opportunity to gain hands-on experience in a professional and fun workplace? Find your opportunity at the La Crosse Area Chamber of Commerce! The Special Events intern works directly with the Operations Director to assist in planning, promotion and execution of special meetings and events.

Description

The La Crosse Area Chamber of Commerce seeks a dynamic, self-starter to assist in special event planning efforts. This is a unique opportunity to gain hands-on experience in event logistics, marketing and communications, project planning and event management.

Responsibilities

The main responsibility of this position is to help ensure the successful implementation of various programs, meetings, and events to celebrate the La Crosse Area Chamber's 150th anniversary in 2018.

- Correspond with vendors, exhibitors and event partners as needed
- Troubleshoot inquiries and provide information to our members about events
- Assist in the creation of marketing materials for the events
- Write and schedule social media posts and electronic promotions for events
- Recruit volunteers for events, as needed
- Assist with on-site setup, breakdown, event photography and registration needs
- Assist with post-event tasks, including social media, attendee follow-up and survey administration
- Other duties as assigned

Qualifications

- Seeking a degree in business, nonprofit management, public administration, management, or other related field

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- Strong attention to detail
- Excellent written and verbal communication skills
- Self-motivated, able to take initiative and manage projects independently
- Ability to prioritize tasks and meet firm deadlines
- Professional demeanor
- Excellent computer literacy, including proficiency with Microsoft Office and the Google Suite
- Previous internship or experience in event planning is a plus

Start Date: May 1st – flexible start date

Time Commitment: 10 – 15 hours/week, with possibility for more during the summer based on event needs. Normal working hours are between 8:00 a.m. – 5:00 p.m. Some evening hours may be required for events. Requires a minimum 3 month commitment.

To Apply: Please submit a cover letter and resume to hire@lacrossechamber.com

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