



Social Enterprises owns and runs the GoGreen Conference (now in Portland, Seattle, Austin and Phoenix) and also provides event planning, event marketing and revenue generation services to non-profit, social change and sustainable industry entities. Please see our website at <http://www.socialenterprises.net> for more information about our company and events.

We are currently seeking an Event Coordinator Intern to join our busy organization. The Internship is for 3 months, 20 to 40 hours per week with a monthly stipend. Selected Interns will receive hands on training and exposure to the Event Management industry. Qualified candidates will have strong customer service skills and be extremely detail oriented. Experience in the event industry and non-profit development preferred.

Interested candidates should submit a resume and cover letter to jobs@socialenterprises.net. Social Enterprises, Inc. is an Equal Opportunity Employer.

Event Coordinator/Internship

Employment Type:	Part-Time, 20-40 hours/week
Reports To:	Regional Event Manager
Salary:	Monthly Stipend

Opportunity

Support and coordinate high level conference goals for a fast-paced Social Cause Event Company. A successful intern ensures event-related tasks are delivered in a professional manner in accordance with organizational goals.

Job Responsibilities

- o Assist Regional Event Manager with event logistics which include: menu selection, Audio Visual RFP's, event rentals, recruiting and confirming volunteers, videographer and photographer coordination, on-site event support, event data entry and other event production elements
- o Update Event Reports on a monthly/weekly/daily basis, as progress and commitments are made as well as work in Eventbrite and conduct timely, follow-up registrant calls
- o Attend weekly event meetings and create meeting recaps
- o Support Partnership team in conducting research to acquire new partnerships and in-kind partnerships for events
- o Print out exhibitor signs and badges prior to each conference
- o Create and modify existing event attendee surveys
- o Inventory supplies prior to and following each conference
- o Assist with thank you letters following each conference
- o Compile all pertinent event files on thumb drive for client and save all files on shared drive
- o Support President on programming as needed
- o Provide weekly updates (daily if on deadline) to Regional Event Manager and team as relates to event planning and logistics
- o Actively use company systems to manage projects, i.e. Basecamp, Google Docs and Harvest time tracker



Skills and Abilities Required

- o Strong project management, customer service and relationship building skills
- o Strong written and verbal communication, able to deliver clear, concise information tailored to specific and varied audiences
- o Exceptionally detail-oriented and organized, ensuring quality and consistent output
- o Ability to effectively solve problems, make decisions and take action, exercising independent judgment
- o Ability to maintain a professional and positive attitude and work independently with little guidance in a fast-paced, changing environment
- o Proficiency in MS Office applications (Word, Excel and PowerPoint)

Qualifications and Experience Required

- o Four-year college or university degree in Business, Marketing or Communications; an equivalent combination of education and/or experience may be substituted for a degree - OR – Currently enrolled in a 4 year Business, Marketing or Communications degree program
- o Strong work ethic, making the most of time in the office
- o Customer Service, sales or clerical experience preferred
- o Knowledge of the event industry preferred