

Program Intern

Social Enterprises, Inc. is a social cause event planning company committed to enhancing local communities by creating high-level, revenue-generating, innovative events that educate attendees and help create a socially-driven, sustainably minded world. Social Enterprises, Inc. works on 10-20 events a year all over the country working with non-profit client organizations in addition to the GoGreen Conference series. Please see our website at www.socialenterprises.net for more information about our company and events.

We are currently seeking a **Program Intern** to join our busy organization in the Portland office. Experience in the event industry preferred. Interested candidates should submit a resume & cover letter to jobs@socialenterprises.net. Please specify "**Program Intern**" in the subject line of your email.

Social Enterprises is committed to a policy of equal employment opportunity. Our decisions and criteria governing the employment relationship with all employees are non-discriminatory, and are based on job requirements and an individual's skills and experience without regard to age, race, religion, sex, national origin, marital status, sexual orientation, gender identity, gender expression, veteran status, disability or any other status protected by federal, state or local law

Program Intern

We are currently seeking a motivated, driven and assertive intern who thrives on research, tracking business trends and sustainability innovation. The Program Intern will be intimately involved with competitive research and trends analysis to advise the Program team in content development and positioning. Selected intern will receive hands on training and exposure to the special events industry as well as in-depth involvement with sustainability planning, Program and strategy development. Qualified candidates will have strong research and writing skills, be extremely detail oriented and have a robust interest and capacity for conceptual thinking around sustainability issues and solutions. Experience in the event industry and non-profit development preferred.

Employment Type:	Part-Time, 20-40 hours/week (Specific scheduled to be determined)
Length of Internship:	3 to 6 months
Reports To:	Program Manager
Wage:	\$12 per hour

Opportunity

Support and coordinate high-caliber program educational goals for a fast-paced social cause event company. A successful intern will support the Program team with industry research and analysis, content writing and event coordination as needed. Ensure tasks are delivered in a professional manner in accordance with organizational goals.

Job Responsibilities

- Generate detailed conference Run of Show and Emcee Scripts for Program Manager Review
- Work with Program Manager to seek and track hot topics, sustainability + business current events, recent white papers, and regional political, environmental and cultural issues to guide high-caliber Program content and goals;
- Perform competitive event research and analysis; synthesize and distill information to provide recommendations and keep team targeted on the newest content, event features, session styles, pricing, etc.
- Provide daily and weekly updates to Program Manager on workload status;
- Provide onsite speaker support at all events as needed;

- Work collaboratively with Program Team to maximize Program timeline, strategy and efforts; provide input on all Social Enterprises/GoGreen Conference content development as an active, contributing member of the Program team;
- Actively use company systems to manage projects, i.e. Basecamp, Google Docs and Harvest time tracker.

Skills and Abilities Required

- Strong knowledge and proficiency in sustainability processes and practices; continuing effort to stay aware and educated in sustainable business developments;
- Balance between big picture understanding of concepts and being exceptionally detail-oriented and organized, ensuring quality and consistent output;
- Careful time management and project management skills to ensure projects stay within labor allocation;
- Strong written and verbal communication, able to deliver clear, concise information tailored to specific and varied audiences;
- Strong initiative to drive project independently while tracking and communicating effectively with team; Ability to maintain a professional attitude and work independently with little guidance in a fast paced changing environment;
- Ability to effectively solve problems, make decisions and take action, exercising independent judgment;
- Proficiency in MS Office applications (Word, Excel and PowerPoint).

Qualifications and Experience Required

- Four-year university degree or soon to be graduate preferred
- Strong work ethic and hunger for generating social impact + revenue
- Knowledge of the event and sustainability industry preferred.