

Summer Internship Program Overview – Meeting & Events

Hours & Pay: Part-time, estimated 25-30 hours/week during regular office hours. \$16/hour, non-exempt.

Dates: May 23 – August 5, 2022

Location: Bloomington, IL

Posted: October 4, 2021

Application process: Submit a cover letter and resume to Heather Atkinson at atkinsonh@ilsoy.org by November 1, 2021. If available, include two work samples.

The ISA Meeting & Event Planning intern will provide support to the internal communications and operations teams around the development, planning, implementation and evaluation of virtual and in-person events.

This internship offers the opportunity to gain valuable skills, network, and learn about meeting and event planning in the independent non-profit agricultural commodity space. Meetings and events scheduled over the course of the internship include webinars, staff and board meetings, and on-farm education and outreach.

The ideal candidate will possess strong analytical, investigative, problem-solving, interpersonal, and communicative skills, and be able to work on and prioritize multiple concurrent projects both independently and with a team.

This program is designed to engage you in day-to-day activities and projects contributing towards our team and strategic goals of the association, as well as apply what you have learned in the educational offerings to actual business situations.

Responsibilities

- Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security
- Assist with planning and execution of event promotions using established organization channels, including print, email, web, and social media
- Assemble event materials, guest list development and reporting, organize and archive event resources, prepare event planning meeting materials, and transport event supplies
- Provide support for day-of event activities including set up and tear down, conduct research to support event decisions, and assist with a wide range of event logistics
- Meet with stakeholders to plan scope and format of events, establish and monitor budgets, and review administrative procedures and event progress
- Participate in staff and board meetings
- Other duties as requested

Requirements

- Working knowledge of Microsoft Office products including Excel, Word, and PowerPoint
- Excellent and demonstrated organizational, time management, and teamwork ability
- Excellent written and verbal communication skills
- Be enrolled as full-time undergraduate student with junior or senior status for the 2022-2023 school year
- Have an interest in hospitality or meeting and event planning