

# Event Planning Internship

## Description

The Winter Park Chamber of Commerce is seeking a part-time Events Intern for 15-20 hours per week. The mission of the Winter Park Chamber of Commerce is to convene people and ideas for the benefit of our businesses and community.

## Responsibilities

- Plan logistics for Chamber events and programs
- Create and prepare event collateral
- Communicate with vendors
- Attend committee planning meetings as schedule allows
- Assist with other work for the Chamber as needed

## Preferred Qualifications

Previous internship or volunteer experience in special events, public relations, or marketing.

- Capacity to work independently and be self-motivated, while working in a team-oriented environment
- Ability to work well under pressure, prioritize workload, and meet deadlines
- Excellent written and verbal communication skills
- Strong organizational skills
- Keen attention to details and accuracy
- Full knowledge of Microsoft Office

## Requirements

College sophomore, junior, or senior student pursuing a degree in Communication, Marketing, Advertising/Public Relations, Event Management, or related field. It is also required that the intern attend special events and programs that they help coordinate, unless there is a class conflict. Student must receive credit from their college or university for their internship service.

## Developed Skills

- Ability to track and organize multiple projects with concurrent deadlines
- Creative, critical thinking, and problem-solving skills
- Networking and relationship building techniques

**Interested students should submit their resume with contact information to Nancy Stephens at [nstephens@winterpark.org](mailto:nstephens@winterpark.org).**