



PAID INTERNSHIP OPPORTUNITY

Title: Special Event/Communications/Marketing Intern

Schedule: Varied, no less than 12 hours per week

Start Date: Late January **End Date:** May 2020

Public Relations / Communications / Marketing majors are encouraged to apply.

Kesselman-Jones, Inc. is an award-winning, woman-owned, full-service event/conference management firm. We provide innovative, results-oriented event management, marketing, and communication services to a wide variety of clients, www.KessJones.com. We're looking for motivated, creative, and self-starting students to intern. And by intern, we mean work, learn and be part of our team, not keep a chair warm doing busy work.

The internship offers flexible scheduling, within normal business hours (8:30 am – 5:00 pm, Monday-Friday), requiring a minimum of 12 hours a week. Build your portfolio and resume while helping us plan and execute the many different conferences and trainings we are managing between September and April.

Depending on your skill set, interns can expect to be exposed to the following situations:

- Writing of internal and external documents
- Editing copy
- Interfacing with clients, vendors, speakers and attendees
- Managing social media
- Website and app editing
- Managing databases
- Managing an event activity
- Researching resources
- Coordinating event components
- Experiencing onsite event procedures

An ideal candidate possesses:

- Strong organizational skills
- Tactical planning abilities
- Excellent written and verbal communication aptitude
- Professional appearance
- Creative problem solving
- Knowledge of social media
- Proficiency in MS Word and Excel and comfort learning new platforms
- Ability to work independently while prioritizing tasks
- Ability to work under deadlines

Intern MUST be willing to talk to your academic advisor about possibly missing a class or two to attend at least one of the conferences you will be working at and be willing to work an extended day. You want to see the fruits of your labor!!!

Our last intern has great samples for her portfolio, a part time job as she continues with her schooling, awesome experience to put on her resume and to find out what it is like to have 500 people sing happy birthday to you.

Interested? Send resume with cover letter explaining why you think you are right for this internship to Veronica Kuta, veronica@kessjones.com.