



EVENTS INTERN

Duties & Responsibilities:

- › Assist in ensuring proactive planning, communication and execution of a wide variety of Georgia Chamber events including annual events, lunch programs, networking events, and special interest group meetings.
- › Assist the Events Director and Event Manager in day-to-day office tasks.
- › Assists in managing pre- and on-site registration (tracking via database, generating reports and producing attendee badges) for all events and programs as needed
- › Contact vendors as needed to move event logistics forward
- › Organize and manage event supplies
- › Other duties as assigned

Skill Requirements:

- › Strong project management skills, working with cross-functional teams
- › Strong analytical skills; fluent with Microsoft Word, Excel, and Outlook
- › Knowledge and experience with In-Design and Informz preferred
- › Excellent oral and written communications, proven project management expertise; demonstrated success with multi-tasking & juggling multiple priorities
- › Self-starter who takes initiative, highly reliable
- › Polished and professional when dealing with members, prospective members, sponsors, and executive management
- › Comfortable in a fast-paced, ever-changing environment; flexible

We are seeking an Events intern to begin in January through May. Schedules can be flexible, but will require two days in our office preferably Tuesday and Thursday.

To Apply: Compile the below documents and send to internships@gachamber.com with “Events Internship Application” in the subject line.

- [Internship Application](#)
- Resume
- 100 words or less on why you want to be the Events Intern, and what skill sets you wish to develop through this internship

*Please note only complete applications including all of the above will be considered.