**Position Title:** Meeting Services Intern  
**Job Type:** Summer Internship  
**Department:** Meeting Services  
**Job Duration:** May– September 2020  
**Reports to:** Director of Meetings  
**FLSA Status:** Non-Exempt

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**BASIC FUNCTION**

The Meeting Services Intern will provide support for the Meeting Services Department including administrative support for the Annual Conference (ADCES20) in Atlanta, GA August 14 -17, 2020. Such tasks may consist of assisting with document preparation and editing; marketing collateral; event specification sheets and hotel contract processing. The individual must have strong organization and communications skills; computer proficiency in Microsoft Office Suite, Adobe Acrobat Professional, Excel, and Social Media (Twitter, LinkedIn, Facebook). The ability to thrive in a fast-paced environment with strong attention to details is essential.

**RESPONSIBILITIES**

- Work with experienced meeting planners to produce a flawless Annual Conference
- Work with Director of Meetings to manage communication and onsite logistic of Keynote Speakers
- Create event specification sheets (catering and audio/visual needs) for internal association meetings at Annual Conference
- Assist with coordination of education meetings that take place in the office
- Assist in managing Annual Conference hotel blocks
- Onsite management of temporary staff at Annual Conference
- Create and manage signage process
- Manage event materials and shipping schedules
- Assist with collecting documents for hotel contract processing
- Provide consolidated weekly project status to Director of Meetings

**QUALIFICATIONS**

- Junior/Senior level student studying Meeting/Event Planning or Hospitality/Tourism Management
- Prior work experience, with customer service focus
- Meeting/Event planning courses or relevant training
- Computer proficiency: Microsoft Office Suite, Adobe Acrobat Professional, Excel, and Social Media
KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational skills, ability to see projects through from start through completion
- Proven written and verbal communications skills
- Customer service oriented, excellent interpersonal skills
- Ability to work well both independently, and as a member of a Team

ADDITIONAL

- Duration of Internship: Mid-May through September
- Hours: 37.5 hours per week – extended hours plus non-traditional hours as required
- Travel: Sunday, August 9 through Tuesday, August 18, or shorter, to Atlanta, GA

PHYSICAL DEMANDS
Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Must be able to lift/move boxes up to 25 lbs.

WORKING CONDITIONS
Majority of work performed in a general office environment. Position requires availability for extended hours plus non-traditional hours as required to perform job duties. May be asked to participate in overnight, out of state travel with the Meetings Department to attend and assist on site at ADCES’ Annual Conference – ADCES20, in Atlanta, GA. Potential travel dates include Sunday, August 9 through Tuesday, August 18 or shorter.

Interested candidates should submit their resume to Human Resources at HR@adces.org