

Camp Waldemar for Girls
Position: Events Intern
Department: Events
Compensation: Paid

Camp Waldemar is looking for an events intern to work directly with the Director of Events to assist in the coordination, planning and executing of events. This internship is an outstanding opportunity for an individual interested in learning more about the events industry with exciting hands-on experience and the ability to gain new skills.

THE EVENTS INTERN WILL BE RESPONSIBLE FOR ASSISTING BY:

- Ensuring proactive planning, communication, and scheduling of a variety of events including weddings, retreats, conferences, and special interest group meetings
- Managing pre- and on-site guest registration (booking, check-in, invoicing, sending confirmations, payment processing, and follow-up) for all events
- Developing program content for events and monitoring events website and social media content to ensure they are updated
- Securing equipment and rentals as needed, set-up, break-down, and help coordination of overall event execution
- Participating in planning meetings including distributing agenda and taking minutes
- Acting as an onsite representative throughout each event to answer questions, share the history of Waldemar, assist guests with services, and troubleshoot issues
- Collaborating with the Marketing team on various projects necessary to ensure successful events
- Occasional additional duties may include: catered events, planned activities, market research, and outreach
- Aiding in the daily aspects of promoting Camp Waldemar's ideals

QUALIFICATIONS:

- Organizational skills to manage multiple tasks, attention to detail, and the ability to prioritize in a changing environment and still meet deadlines
- Dynamic self-starter who takes initiative and is highly reliable
- Ability to work independently and as part of a team
- Strong verbal and written communication skills; interpersonal and follow-up skills
- Proactive problem prevention and issue resolution
- Positive attitude, openness to supervisor feedback on work, and ability to revise work
- Prior event coordination experience is a plus