



PARTNERS *of the* AMERICAS

Connect • Serve • Change Lives

Position Description:

Communications and Membership Unit, *Event Planning Intern*

Partners of the Americas seeks a self-motivated and knowledgeable Event Planning Intern in our Communications and Membership unit.

The Event Planning intern will have the opportunity to assist with the planning, organizing, and marketing of key events happening in 2016 and 2017. Partners' events bring together hundreds of participants from the government, non-profit and private sectors and from all the countries of the Americas. This is a great opportunity for interns seeking hands-on experience.



Requirements

- Previous experience leading and/or organizing events
- A creative thinker who thinks outside of the box
- Proficient in Microsoft Office, Word, PowerPoint, and Excel
- Strong organizational, administrative, and time management skills
- High level of motivation and ability to work independently
- Attention to detail
- Experience with Photoshop and InDesign a plus
- Must be a current Undergraduate Student, Graduate Student, or Recent Graduate
- Available at least 20 hours per week

Key Deliverables

- Become familiar with the vision and processes of the Partners network
- Assist in planning and coordination of events
- Brainstorming creative, fun, and unique ideas for events
- Work with communications team to create graphics, flyers, one-pagers, etc. for events and promote on social media
- Gather research and data as needed
- Writing blog posts recapping events
- Administrative and logistical support, as needed
- Develop self-directed learning goals to measure progress and achievement.

APPLY



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Partners of the Americas is a certified 501(c)(3) non-profit, non-partisan, non-sectarian organization with international offices in Washington D.C.