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## Event Coordinator Intern Requirements

**Port of Go! – International Destination & Travel Expos** is seeking an Event Coordinator Intern to assist us in the planning and presentation of our upcoming Travel Expo in Memphis, TN.

### OVERVIEW:

The Event Coordinator Intern reports to the Travel Show Director and Event Manager. Duties include, but are not limited to, attending meetings of the planning committee as needed, communicating with vendors, and organizing tasks.

Event Coordinator Interns must possess attention to detail, communication skills, and proficiency in Microsoft Word, Excel, and PowerPoint. Experience in event planning is also an advantage, as well as having a working knowledge of social media and calendar management.

### RESPONSIBILITIES ALSO INCLUDE:

- Assisting full-time staff with day-to-day operations
- Liaising with speakers and vendors for information, advertising, scheduling, and accommodations
- Responding to inquiries about Port of Go! events
- Managing projects for events and serve on the events committees
- Assisting with projects in the areas of marketing, event development and sponsorship/development
- Conducting surveys
- Reviewing possible venues for future events
- Writing content related to travel news, events, and attendees/vendors participation
- Researching relevant stories and articles to write new copy for our blog, Travel Ticket Magazine (.com), and our newsletter, Gallivant Greater



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### QUALIFICATIONS:

- Current or recent enrollment in a graduate or undergraduate degree program with an interest in and aptitude for working in event planning, customer service, marketing, hospitality, tourism, or association management
- Excellent oral and written communication skills, including a willingness to conduct outbound sales calls
- Ability to prioritize tasks and handle numerous assignments simultaneously
- Working knowledge of Facebook, Twitter, Instagram, YouTube, and LinkedIn
- Experience with social media analytics, including Google Analytics and Facebook Insights

### PROGRAM SCHEDULE:

If you are unable to join us for our current session, we welcome you to apply for another. The **Spring internship** will run from January to May. The **Summer internship** will run from June to August. The **Fall internship** will run from September to December.

### COMPENSATION:

**\$15 hourly, 12-15 hours per week | June 1 – August 31, 2023**

The hours may possibly increase to 30 hours per week, depending upon event production intake. Staying through the event or traveling to the event may be also possible.

### TO APPLY:

Please send a resume, cover letter, and writing samples to: [Rudder1@portofgo.com](mailto:Rudder1@portofgo.com). **Applicants are asked to submit a writing sample of NO MORE THAN 5 PAGES along with a cover letter and resume.**

EVENT DESIGN MARKETING MANAGEMENT

*Othal Partners*  
SYNERGY CREATING SUCCESS

**Port of Go!** is a division of the event creation and management firm, Othal Partners, LLC.  
For more information, please visit: [www.othalpartners.com](http://www.othalpartners.com)

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