



EVENTS TEAM INTERNSHIP

DESCRIPTION

Tri Delta's Executive Office is seeking an intern that will assist the events team. The events team serves as the arm of the Tri Delta enterprise responsible for overseeing the logistics of all events and conferences hosted onsite and offsite on behalf of the organization.

Tri Delta Executive Office, located in Dallas, Texas, oversees all operations for more than 140 of our established collegiate chapters and more than 256 alumnae chapters across the United States and Canada.

Responsibilities include, but not limited to

- Assist with Executive Office hospitality tasks
- Involvement with Collegiate Leadership Conference logistics
- Experience working with vendors and suppliers
- Assist with inventory and labeling of team supplies

REQUIREMENTS

We are seeking candidates currently pursuing a degree in events coordination and/or hospitality. This position requires an individual with exceptional organizational skills and strong attention to detail. Qualified candidates must be available to work at headquarters for the duration of the unpaid internship.

TIME REQUIREMENTS

- Mid-January 2017-March 2017
- Approximately 15-20 hours per week
- Flexible hours around school schedule during regular operations (8:30 a.m. – 4:30 p.m.)

ADDED BENEFITS

- Opportunity to work with a highly skilled team
- Build a network of professional connections for future opportunities
- Development of strong interpersonal skills whether it is on the phone or through email
- Letter of recommendation at completion of service

Interested candidates should email a cover letter and resume (PDF formatted) to Ashley Coleman, Sr. Director of Human Resources, at acoleman@trideltaeo.org